

4.6. The following percentages of cost will be assessed on account of ordinary and special repairs for the buildings from the rentals of which an adequate return is expected on the capital cost :—

(1) When leased, acquired or constructed through the agency of the Public Works Department, Irrigation Branch—

Class of buildings.	Description.	ASSESSABLE PERCENTAGE ON THE CAPITAL COST OF THE BUILDING EXCLUDING VALUE OF SITE.	
		Special repairs.	Ordinary repairs.
A ...	Those in good order built by the Public Works Department in a semi-permanent style, <i>i.e.</i> , with pucca foundations, kucha-pucca outside walls, lime-pointed pucca parapets and chimneys, terraced jack arch or wooden karri roofs over steel girders.	$\frac{1}{2}$	$1\frac{1}{2}$
B ...	Those of a similar style of construction, but not in good condition, either built by the Public Works Department or purchased from private individuals and added to and altered after purchase	$\frac{3}{4}$	2
C ...	Temporary buildings, <i>i.e.</i> , those with walls of mud masonry with a roof of thatch or tiles or wooden karries.	1	3

(2) When leased, acquired or constructed through the agency of the Public Works Department, Buildings and Roads Branch—

A ...	Those in good order built by the Public Works Department in a semi-permanent style, <i>i.e.</i> , with pucca foundations, kucha-pucca outside walls, lime-pointed pucca parapets and chimneys, terraced jack arch or wooden karri roof over steel girders.	$\frac{1}{2}$	1 to 3.
B ...	Those of a similar style of construction, but not in good condition, either built by the Public Works Department or purchased from private individuals and added to or altered after purchase.	$\frac{3}{4}$	3 to 5.
C ...	Temporary buildings, <i>i.e.</i> , those with walls of mud masonry with thatched or tiled roof.	$1\frac{1}{2}$	5 to 7.

(3) In regard to residential buildings leased by Government the special and ordinary repairs will be carried out in accordance with the terms of the lease.

NOTE.—With reference to the minimum and maximum rates fixed above for annual ordinary repairs, Superintending Engineers of the Public Works Department, Buildings and Roads Branch, should arrange to communicate to the Audit Officer such percentages as are actually applied in fixing the standard rent in each individual case, so that the rents fixed may be susceptible of scrutiny.

4.7. Rent for water-supply, sanitary, heating and electric installations, and on any additions or alterations to installations in existence will be charged with interest on capital cost at 6 per cent. if erected after 19th June 1922 and 3 if erected previously plus  $4\frac{1}{2}$  per cent. for maintenance and repairs.

**Section II.—Rules under Fundamental Rules 45 (d) regarding the rent to be assessed in the case of Government servants, other than the Hon'ble Members or Ministers, allotted one or more residences leased, acquired or constructed at Government expense.**

4·8. The expression “allotted” means “provided” and a Government servant residing in a Government residence before definite allotment may be regarded as having been allotted that residence. The incumbent, permanent or temporary, of a post for whose benefit a residence has been constructed, bought or leased is allotted that residence.

4·9. The expression “emoluments” bears the meaning attached to it under rule 45 (b) of the Fundamental Rules.

4·10. The period of allotment is determined as follows:—

(i) for a non-migratory Government servant—

(a) if the house has been constructed, purchased or leased for the benefit of a particular appointment, it is the period of incumbency, permanent or temporary, of each Government servant in that appointment;

(b) otherwise it is for twelve months at a time, but terminates on his departure on leave or transfer from the place where he is stationed, except in the case of a house in the hills occupied by a Government servant who is permitted to recess in the hills under the rules in force. In this case, the period of allotment is the period of recess enjoyed.

*Exception.*—In the case of the Divisional Forest Officer, Upper Bashahr Division, who has two headquarters, *viz.*, Nichar and Simla, the period of allotment for the residence provided for him at Nichar is from April 1st to 30th November, when he stays there.

(ii) for a migratory Government servant—

if he is provided with a residence at Lahore or Simla it is from October 15th to May 14th and from May 15th to October 14th, respectively;

4·11. The monthly rent that shall be assessed in the case of migratory Government servants is as follows:—

(a) For the residences provided for gazetted Government servants (including Assistant Secretaries) and European and

Simla Residences.

Anglo-Indian clerks at Simla,  $\frac{\text{the annual standard rent} \times 3}{12 \times 2}$

or 10 per cent. of the occupant's emoluments, whichever is less, for the period of allotment. For occupation outside the period of allotment the annual standard rent  $\times \frac{1}{12}$  or 10 per cent. of emoluments, whichever is less.

(b) For the quarters provided for Indian clerks in Ellerslie, 10 per cent. of the occupant's emoluments or the standard rent of the quarters, whichever is less, for the period of allotment.

(c) For the residences provided for gazetted officers at Lahore

Lahore residences.

$\frac{\text{the annual standard rent} \times 5}{12 \times 4}$  or 10 per cent. of the occupant's emoluments, whichever is less, for the

period of allotment. For occupation outside the period of allotment, the annual standard rent  $\times \frac{1}{12}$  or 10 per cent. of emoluments, whichever is less.

(d) For the European Clerks' Cottages on Multan Road, 10 per cent. of emoluments, or the standard rent, whichever is less, for the period of allotment.

NOTE.—A migratory Government servant to whom more residences than one are allotted, shall not pay less rent for the total period of occupation in any one year than 10 per cent. of his emoluments for that period, or the total of the standard rents for the period of occupation of each house, whichever is less.

4.12. The monthly rent which shall be assessed in the case of non-migratory Government servants is the standard rent or 10 per cent. of the occupant's emoluments, whichever is less, for the period of allotment.

*Exception.*—In the case of Divisional Forest Officer, Upper Bashahr Division, the monthly rent for the residence at Nichar shall be assessed at

$\frac{\text{annual standard rent} \times 9}{12 \times 8}$  for the period of allotment.

4.13. Non-migratory Government servants permitted to recess in the hills shall pay, for houses provided in the hills, 10 per cent. of emoluments, or the standard rent, whichever is less, for the period of allotment. This rent shall be paid in addition to the rent assessable under the rules for a residence supplied at the Government servant's headquarters.

4.14. The limits of rent prescribed by rules 4.11, 4.12 and 4.13 above, have reference to the rent of the building only. Additional rent shall be charged for water-supply, sanitary, heating, and electrical installations under rule 4.7, if these are supplied, and for amenities, such as furniture, supplied and maintained at Government expense. These charges shall be assessed for the period for which rent for the building is payable.

4.15. Rent shall be recovered monthly in arrears for the period of allotment.

4.16. The Government servant to whom a residence is allotted is responsible for the rent recoverable under the rules during the period of allotment. A competent authority may sanction exceptions to this rule for special reasons which must be stated.

NOTE 1.—The consent of the Finance Department has not been presumed under this rule.

NOTE 2.—The following are types of the cases in which such exceptions will be sanctioned :—

- (a) When a Government servant is acting in such an appointment, but is discharging the duties thereof in addition to those of his substantive appointment and already pays rent for a house.
- (b) When a Government servant in addition to the duties of such an appointment, carries on those of another appointment which preclude him from occupying the house.
- (c) When a Government servant has been promoted or transferred to an appointment in the same station and it is not considered necessary that he should change his residence.
- (d) When an Indian succeeds to, or officiates in, an appointment, the residence appertaining to which has been constructed to suit the requirements of an European. This rule applies *vice versa* to the case of a European officer.
- (e) When a Government servant officiating in an appointment for a period not exceeding two months is actually prevented from occupying the house provided for him by circumstances, which the Local Government consider sufficient to warrant an exception being made in his favour.

4.17. Subletting of an allotted residence may be permitted under the following conditions by the Chief Engineer, who should be addressed through the head of the tenant's department—

- (1) that no Government servant who is eligible claims allotment,
- (2) that the Government servant to whom the residence is allotted remains personally responsible for the rent and any damage done to the building beyond fair wear and tear,
- (3) that Government does not recognise the sub-tenancy,
- (4) that the rent charged by the Government servant to whom the residence is allotted shall not exceed that paid by him to Government,
- (5) that the sub-tenancy shall be only for the period of allotment.

4.18. The Public Works Department will endeavour to let in the most advantageous way possible a residence for which a Government servant is not paying rent under the above rules.

NOTE.—Public buildings let to private individuals should not be altered or enlarged at Government expense to suit the tenant, and persons occupying public buildings on rent are prohibited from making any alterations even at their own expense except with the express concurrence of the Public Works Department. The fact of any additions or alterations being made by the tenant confers no right of ownership on him, nor can the fact of the occupant having made additions or alterations at his own expense be considered as giving him any claim to a set off against, or diminution of, rent. Buildings should generally be let from month to month. No public building may be occupied as a private residence without the consent of the Public Works Department.

4.19. When a residence specially constructed for the incumbent of a particular post is let to a Government servant who does not hold that post, the latter is entitled to concessions under these rules subject to paying the minimum rent which would be required of the incumbent of the post. If the post is vacant this will be calculated on its average pay.

4.20. A competent authority may permit a Government servant to store at his own risk free of rent his furniture and other belongings in a house which has ceased to be allotted him when both the conditions specified below are fulfilled :—

(a) if the house is allotted to another Government servant under rule 4.10 (i) (a), subject to the condition that the latter does not require the residence and is exempted under rule 4.16 from responsibility for the rent ;

(b) in any case subject to the condition that arrangements cannot be made to let the house under rule 4.18.

4.21. When, during a 12 months' tenancy, a Government residence is vacated, owing either to the occupant's appointment having been altered, or to his proceeding on leave, the residence should, when this is possible, and always when occupation of the residence is a condition of the tenure of the appointment, be allotted to his successor in office and rent recovered accordingly.

4.22. In the case of residences under the control of the Forest Department, the above rules should be read as if the words "Public Works Department," "Chief Engineer," and "Executive Engineer" were "Forest Department," "Chief Conservator of Forests" and "Divisional Forest Officer," respectively.



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## CHAPTER 1.—Definitions.

1.1. *Actual travelling expenses* means the actual cost of transporting a Government servant with his servants and personal luggage, including charges for ferry and other tolls, and for carriage of camp equipment, if necessary. It does not include charges for hotels, travellers' bungalows or refreshments or for the carriage of stores or conveyances or for presents to coachmen and the like; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.

1.2. *Apprentice* means a person deputed for training in a trade or business with a view to employment in Government service, who draws pay at monthly rates from Government during such training, but is not employed in or against a substantive vacancy in the cadre of a department.

1.3. *Audit Officer* means such Audit Officer as the Auditor-General may by general or special order designate in each case.

1.4. *Camp equipage* means the apparatus for moving a camp.

1.5. *Camp equipment* means tents and the requisites for pitching and furnishing them or, where tents are not carried, such articles of camp furniture as it may be necessary in the interests of the public service for a Government servant to take with him on tour.

1.6. *Chief public office* means—

At the headquarters of a district	The Court of the Deputy Commissioner.
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At a Cantonment	... The Station Church.
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At an Out-post or Tahsil	... The Court of the Officer in charge of the Out-post or Tahsil.
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At all other places	... The Police Station, or, if there be no Police Station, the Post Office, or if there be no Post Office, the point designated by competent authority.
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1.7. *Competent authority*, in relation to the exercise of any power means the Governor in Council or the Governor acting with his Ministers, after consultation in either case with the Finance Department, unless its consent has been presumed, or any authority to which the power is delegated by or under these rules.

1.8. *Day* means a calendar day, beginning and ending at midnight; but the period occupied by a journey which begins and ends at headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

1.9. *Family* means a Government servant's wife, legitimate children and stepchildren residing with, and wholly dependent upon, him. Except in rules 2.84 and 2.88 of the travelling allowance rules in volume III, it



includes in addition his parents, sisters, and minor brothers, if residing with, and wholly dependent upon, him. Not more than one wife is included in a family for the purpose of these rules.

1-10. *Finance Department* means the Finance Department of the Punjab Government.

1-11. *First appointment* includes the appointment of a person not at the time holding any appointment under Government, even though he may have previously held such an appointment.

1-12. *Gazetted Government servant* is a Government servant belonging to the All-India, Specialist or Provincial Services and any other Government servant holding a post which may be declared to be a gazetted post by competent authority.

NOTE 1.—The Government servants named in appendix F are holding posts which are declared to be gazetted posts.

NOTE 2.—The consent of the Finance Department is not presumed to the exercise of power under this rule.

1-13. The term *Head of Department* means the authority shown in column 5 of appendix D to the Punjab Budget Manual in respect of the Government servants whose pay is charged to the corresponding head of account in column 2 of the same appendix, with the following exceptions:—

- (1) His Excellency the Governor is Head of the Department with respect to himself and his personal staff.
- (2) Commissioners are Heads of Departments with respect to the Government servants whose pay is charged to the minor heads "Commissioners" and "District Administration."
- (3) A competent authority may appoint any other authority to exercise the powers of a Head of Department.

NOTE.—The consent of the Finance Department is not presumed to the exercise of power under clause (3) of this rule.

1-14. The term *Heads of Offices* means the officers designated as Disbursing Officers in appendix D of the Budget Manual or any other Government servant declared to be the head of an office by competent authority.

NOTE.—The consent of the Finance Department is not presumed to the exercise of power under this rule.

1-15. The *Headquarters* of a Government servant are—

- (a) if he is a migratory Government servant, Lahore or Simla, according to the place where he is for the time being in residence;
- (b) if he is a non-migratory Government servant attached to the headquarters of Government, Lahore;
- (c) in the case of any other Government servant, the station which has been declared to be his headquarters by competent authority or, in the absence of such declaration, the station where the records of his office are kept.

1.16. *Hill station* means any place which a competent authority may declare to be a hill station. It includes —

- (a) any place within the ordinary and special hill tracts defined in rule 2.20 in volume III.
- (b) Sakesar.
- (c) Tilla.
- (d) Bharwain.
- (e) Choa Saidan Shah.
- (f) Fort Munro.

NOTE.—The consent of the Finance Department is not presumed to the exercise of power under this rule.

1.17. *Holiday* means—

- (a) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881; and
- (b) in relation to any particular office, a day on which such office is ordered, by notification of Government in the Gazette, to be closed for the transaction of Government business without reserve or qualification.

1.18. *Inferior service* means any kind of service which may be specially classed as such by order of competent authority, and any other kind of service on pay not exceeding Rs. 10.

NOTE.—The consent of the Finance Department is not presumed to the exercise of power under this rule. A list of Government servants specially classed as inferior is given in appendix A.

1.19. *Migratory Government servant* means a Government servant who is required or permitted to move with the Local Government between Simla and Lahore.

1.20. *Principal Auditor* means the head of an excluded Audit Department, and, in the case of the Indian Audit Department, every head of an office of Accounts and Audit who is immediately subordinate to the Auditor-General.

1.21. *Probationer* means a Government servant employed on probation in or against a substantive vacancy in the cadre of a department.

1.22. *Public conveyance* means a train, steamer or other conveyance which plies regularly, though not necessarily at fixed intervals, a regular course for the conveyance of passengers, and does not deviate therefrom according to the wishes of passengers. Cabs, carts and horses are not regarded as public conveyances.

1.23. The *sphere of duty* of a Government servant is the local area outside which he cannot travel without the special orders of competent authority. The sphere of duty of Heads of Departments other than Commissioners is the Punjab and the Indian States under the political control of His Excellency the Governor; of Commissioners their respective divisions and the Indian States under their political charge, and of other Government servants as may be ordered by competent authority.

1.24. *Superior service* means any kind of service which is not inferior.

1.25. *Transfer* means the movement of a Government servant from one headquarters station in which he is employed to another such station, either—

- (a) to take up the duties of a new post; or
- (b) in consequence of a change of his headquarters.

It does not, however, include the move of a migratory Government servant between Lahore and Simla.

## CHAPTER 2.—Rules under Fundamental Rule 9 (6) (b).

### WHAT IS TREATED AS DUTY.

2.1. A Government servant is treated as on duty under the following circumstances :—

(i) When he is following out a duly authorised course of training or instruction.

(ii) In the case of a student, stipendiary or otherwise, who is entitled to be appointed to the service of Government immediately on passing through a course of training at a University, College or School: during the interval between the date of declaration that he has completed the course satisfactorily and his assumption of duties.

(iii) On the first arrival in India of Government servants appointed in England, who do not, before they report themselves at the seat of the Government of the Punjab, receive orders to take charge of a specified post: during the interval between the date of such report and the date on which they take charge of their duties, provided that the interval between the receipt of orders and their assumption of their duties shall not exceed the amount of joining time which would be admissible to a Government servant entitled to joining time under the rules in chapter 19.

(iv) In the case of Government servants permitted to appear at an optional examination prescribed by Government in any Oriental language, during the time spent in preparation for and attendance at the examination, subject to the conditions mentioned below :—

(1) For candidates for standards below that of high proficiency a reasonable time, including the day or days of examination, is allowed for the journey to and from the place of examination and nothing more.

(2) In the case of a candidate for the High Proficiency and Degree of Honour Examinations in all Oriental languages a period for preparation before the examination will be allowed at the discretion of a competent authority which will not exceed three months. If the language is Sanskrit, Arabic or Persian, the candidate must give an undertaking to spend the period allowed under professional tuition at a place approved by the Local Government.

(3) If this place is, in the case of Persian, in Persia; or in the case of Arabic, in Arabia, Mesopotamia, Egypt or Syria; or in the case of Sanskrit, any place approved by a competent authority, the period allowed for preparation may be extended to six months in all.

(4) The periods allowed for preparation under conditions (2) and (3) above are not admissible more than once, nor can the periods be combined or be taken in instalments. The period permissible in each case also covers the day or days of the examination and the time spent in proceeding to and from the place of examination.

- (5) The place of preparation must be approved beforehand by the Local Government.

(v) In the case of an Engineer Officer of the Public Works Department not appointed from any Civil Engineering College in India who is required under the rules of the department to pass an obligatory examination in a Vernacular language, for a period not exceeding three months to be spent in the Punjab, subject to the conditions mentioned below :—

- (1) This period of three months may be taken in instalments by an officer preparing himself for one or more examinations, but it represents the maximum aggregate amount of leave which may be allowed for the purpose.
- (2) An officer who has already passed an examination in a language by the lower standard is not entitled to count as duty under this rule any time taken for preparing himself for an examination in the same language by the higher standard.
- (3) As this concession is granted for a specific purpose, *viz.*, to enable officers to prepare themselves for an examination, they should, after completing the examination, return to duty at once if not proceeding on leave, and not wait until the expiry of the full period sanctioned for the purpose.

NOTE.—For the purpose of this rule Kashmir is also included in the Punjab.

(vi) During the period occupied in attending all other obligatory examinations including the time reasonably necessary for the journeys to and from the place of examination.

(vii) During the period occupied in attending all other optional examinations at which he is permitted to appear by competent authority.

NOTE.—The consent of the Finance Department is not presumed to the exercise of power under clause (vii) of this rule. For a list of such examinations see appendix L in volume III.

2.2. A Government servant is not on duty during any time he may spend beyond his sphere of duty except in the following circumstances :—

- (1) Under the conditions laid down in rule 2.1.
- (2) If a Police Officer, acting within his legal power.
- (3) If an Excise Officer, acting under the orders of the Deputy Commissioner.
- (4) If authorised by competent authority, by general or special order.

## CHAPTER 3.—Rules and administrative instructions under Fundamental Rule 10.

### MEDICAL CERTIFICATES OF FITNESS ON FIRST ENTRY INTO GOVERNMENT SERVICE.

3.1. A medical certificate of fitness for Government service shall be in the following form :—

Form of certificate.

“ I hereby certify that I have examined A. B., a candidate for employment in the \_\_\_\_\_ Department, and cannot discover that <sup>he</sup>~~she~~ has any disease, constitutional affection or bodily infirmity, except \_\_\_\_\_ I do not consider this a disqualification for employment in the office of \_\_\_\_\_. A B.'s age is, according to <sup>his</sup>~~her~~ own statement, \_\_\_\_\_ years and by appearance about \_\_\_\_\_ years.”

3.2. Such a certificate shall be signed by the Civil Surgeon of the district in which the candidate applies for employment unless the head of the office or of the department in which the candidate seeks service directs that the Civil Surgeon of some other district should grant the certificate : provided that—

By whom signed.

(i) in the case of a female candidate the certificate may be granted, should the candidate so desire, by a member of the Women's Medical Service, India (senior grade), or by a lady holding a qualification registrable in the United Kingdom, subject to the right of the Civil Surgeon, if he questions the correctness of the certificate, to refer to the Inspector-General of Civil Hospitals, Punjab, for orders, and

(ii) in the case of a candidate for appointment to a post on pay not exceeding fifty rupees, the appointing authority may accept a certificate signed by any medical officer, irrespective of his medical qualifications.

3.3 The following classes of Government servants are exempted from producing a medical certificate of health :—

Exemption.

(1) A Government servant appointed by the Secretary of State or the High Commissioner for India.

(2) A qualified student or apprentice Engineer of the Thomason College, Roorkee, permanently appointed to the Public Works Department within 18 months from the date of the health certificate granted to him on the completion of the College course.

(3) A Government servant whose service is classed as inferior.

NOTE 1.—The production of a medical certificate is necessary in the case of a Government servant promoted from non-qualifying service paid from a local fund to a post in superior Government service.

NOTE 2.—No medical certificate is necessary upon a Government servant being promoted from inferior to superior service, even though while in inferior service he may have been paid from a local fund.

EXCEPTION.—Government servants in inferior service under the High Court are not exempted.

## CHAP. 3.] AGE OF ENTRY INTO GOVERNMENT SERVICE. [ 3·4—7.

3·4. When a Government servant in whom a defect has been noticed by the examining surgeon, but which defect is not considered to be a disqualification for employment in the particular office or department in which he is serving, is subsequently transferred to another office or department the duties of which are of a different character, the transfer shall not be regarded as permanent until the Civil Surgeon or other medical authority has, at the written request of the head of the new office or department, certified either that the defect previously noticed has disappeared or that it does not constitute a disqualification for the new duties entrusted to the servant.

### AGE OF ENTRY INTO GOVERNMENT SERVICE.

3·5. A person whose age exceeds 25 years may not ordinarily be admitted into superior pensionable service under Government service.

3·6. The limit in rule 3·5 is extended to—

- (a) twenty-seven years in the case of a person appointed to be a Subordinate Judge, provided that Barristers, Vakils and Pleaders who are actually practising in the High Court at Lahore or Courts subordinate thereto, will be allowed to subtract from their age one year for each year of practice up to maximum of 3 years ;
- (b) thirty-five years in the case of Civil Assistant Surgeons who have taken an University Degree and non-service Assistant Directors of Public Health.

3·7. The restrictions in rule 3·5 may be waived in special circumstances by Heads of Departments in the case of non-gazetted Government servants.

## CHAPTER 4.—Rules under Fundamental Rule 45.

### Section I.—Rules and instructions for calculating the standard rent under Fundamental Rule 45 (b).

4.1. Government buildings intended for occupation as residences are divided into two classes :—

*Class 1.*—Buildings from the rentals of which an adequate return is expected on the capital cost, that is, buildings which will ordinarily be occupied by tenants whose rents will be fixed in accordance with the following rules.

*Class 2.*—Buildings from the rentals of which an adequate return on the capital cost is not expected, that is, buildings which will ordinarily be occupied by Government servants who are entitled to accommodation rent free or at reduced rents in terms of Fundamental Rule 45 (e).

NOTE 1.—The fact that a building of class 1 is occasionally occupied by a tenant who is entitled to accommodation rent free, will not justify its removal from class 1 to class 2, and *vice versa* a building in class 2 should not be transferred to class 1 whenever it is occupied by a tenant who may be required to pay rent in accordance with the following rules. Buildings should be transferred from one class to the other only when there is a permanent change in the conditions under which they will ordinarily be rented. Transfers should be made only under the orders of the Local Government and should have effect in all cases from the commencement of a financial year.

NOTE 2.—When a building in class 2 is occupied by any person who is not entitled to quarters rent free, the rent to be paid shall be fixed by the Local Government in general accordance with the following rules.

4.2. "Standard rent" means—

(i) for houses occupied for the first time on or *before* 19th June 1922, interest calculated at 3½ per cent. of actual capital cost of house, if the house was acquired or constructed before the 1st January 1922, and at 6 per cent., if it was acquired or constructed on or after 1st January 1922, or

for houses occupied for the first time *after* 19th June 1922 rent calculated on actual capital cost of house, at such rate of interest as may from time to time be fixed by the Secretary of State in Council.

(ii) Plus charges prescribed for maintenance and repairs.

NOTE 1.—The enhanced rates of interest mentioned in this rule apply only in cases in which rent has been fixed on or after 19th June 1922, and not to cases in which rents had been fixed, either finally or provisionally, before the 19th June 1922.

NOTE 2.—The capital cost of buildings constructed or acquired on or after 1st January 1922, should include the assessed value of the site, even in cases where no outlay has been incurred on acquiring the site.

NOTE 3.—Under instructions from the Government of India, the capital cost of residences constructed before the 1st January 1922, should not be revised in accordance with the Fundamental Rules.

NOTE 4.—The capital cost does not include any percentage on account of tools and plant, or establishment.

NOTE 5.—The capital cost of a house purchased by Government will be the price actually paid for the property with the amount of works outlay incurred by Government in altering, restoring or improving the building, or, where there is no record, the estimate of the present value as approved by the Superintending Engineer will be taken as the capital cost.

NOTE 6.—For purposes of assessing rent, the time of construction should be taken as the date on which the accounts of the estimate for the work are closed.

4·3. For purposes of rule 4·2 so far as houses leased by Government are concerned, the “standard rent” shall, unless

Explanation.

Government shall otherwise direct, mean the rent paid by Government to the landlord, plus such charges for maintenance and repairs if these are a charge on the local Government, as the latter may fix, excluding special services where provided. The rent of such special services shall be estimated by the Executive Engineer and shall be paid for by the tenant in addition to the rent recoverable under these rules. Government may however fix a portion of the rent paid to the landlord as the standard rent, leaving the tenant responsible for the excess in addition to his assessment on the standard rent under these rules.

4·4. The average annual cost of maintenance and repairs will consist of two parts—special and ordinary charges:—

- (i) Special charges will be those incurred in the renewal of floors or roofs, or on other special repairs or replacements occurring at long intervals. Provision for such charges should be made in the form of percentages on the capital cost of each building. These percentages will vary for different classes of buildings, and are laid down in rule 4·6. When repairs are necessitated by the occurrence of fire, flood, earthquake, abnormal storm or other calamity, the cost of such special repairs should be shown separately in the Capital and the Revenue Accounts under Revenue charges during the year, and should not be included in the total charges or taken into account as a basis for the revision of the rent.

NOTE.—The cost of replacements or additions which really represent an increase in the value of a building, will, to the extent of such increase, be chargeable to the capital cost of the building, the balance only being chargeable to special repairs.

- (ii) Ordinary charges will include the cost of ordinary annual repairs together with a proportional share of the expenditure that may be required quadrennially or at other short intervals. The amount of these charges estimated as regards buildings constructed or acquired by the Irrigation Branch are laid down in rule 4·6. For buildings constructed or acquired by the Buildings and Roads Branch these will be estimated within the limits laid down in rule 4·6 by the Executive Engineer of the Division and approved by the Superintending Engineer. Ordinary charges will also include the share of municipal taxes payable by Government. Municipal taxes which by local rule or custom are levied on the occupant will be payable by the occupant in addition to the rent payable to Government under these rules.

NOTE.—In estimating the average annual charges for maintenance, no percentages will be added on account of establishment or tools and plant, and the estimated annual cost of maintenance will be subject to reconsideration, when necessary.

4·5. Renewals of a building or of its subsidiary works, such as out-houses, roads, drains, culverts, etc., or new construction, such as retaining walls, necessitated by the occurrence of fire, flood, earthquake, abnormal storm or other calamity will be chargeable to the capital cost, but on completion a competent authority will decide what amount should be written off the original capital cost. When a portion of building is required to be dismantled to make room for alterations and additions, the capital value of the dismantled portion should be dealt with under the rules in the Public Works Department Code applying to buildings generally.



4·6. The following percentages of cost will be assessed on account of ordinary and special repairs for the buildings from the rentals of which an adequate return is expected on the capital cost :—

(1) When leased, acquired or constructed through the agency of the Public Works Department, Irrigation Branch—

Class of buildings.	Description.	ASSESSABLE PERCENTAGE ON THE CAPITAL COST OF THE BUILDING EXCLUDING VALUE OF SITE.	
		Special repairs.	Ordinary repairs.
A ...	Those in good order built by the Public Works Department in a semi-permanent style, <i>i.e.</i> , with pucca foundations, kucha-pucca outside walls, lime-pointed pucca parapets and chimneys, terraced jack arch or wooden karri roofs over steel girders.	$\frac{1}{2}$	$1\frac{1}{2}$
B ...	Those of a similar style of construction, but not in good condition, either built by the Public Works Department or purchased from private individuals and added to and altered after purchase.	$\frac{1}{4}$	2
C ...	Temporary buildings, <i>i.e.</i> , those with walls of mud masonry with a roof of thatch or tiles or wooden karries.	1	3

(2) When leased, acquired or constructed through the agency of the Public Works Department, Buildings and Roads Branch—

A ...	Those in good order built by the Public Works Department in a semi-permanent style, <i>i.e.</i> , with pucca foundations, kucha-pucca outside walls, lime-pointed pucca parapets and chimneys, terraced jack arch or wooden karri roof over steel girders.	$\frac{1}{2}$	1 to 3.
B ...	Those of a similar style of construction, but not in good condition, either built by the Public Works Department or purchased from private individuals and added to or altered after purchase.	$\frac{1}{4}$	3 to 5.
C ...	Temporary buildings, <i>i.e.</i> , those with walls of mud masonry with thatched or tiled roof.	$1\frac{1}{4}$	5 to 7.

(3) In regard to residential buildings leased by Government the special and ordinary repairs will be carried out in accordance with the terms of the lease.

NOTE.—With reference to the minimum and maximum rates fixed above for annual ordinary repairs, Superintending Engineers of the Public Works Department, Buildings and Roads Branch, should arrange to communicate to the Audit Officer such percentages as are actually applied in fixing the standard rent in each individual case, so that the rents fixed may be susceptible of scrutiny.

4·7. Rent for water-supply, sanitary, heating and electric installations, and on any additions or alterations to installations in existence will be charged with interest on capital cost at 6 per cent. if erected after 19th June 1922 and 3 if erected previously plus  $4\frac{1}{2}$  per cent. for maintenance and repairs.

**Section II.—Rules under Fundamental Rules 45 (d) regarding the rent to be assessed in the case of Government servants, other than the Hon'ble Members or Ministers, allotted one or more residences leased, acquired or constructed at Government expense.**

4·8. The expression "allotted" means "provided" and a Government servant residing in a Government residence before definite allotment may be regarded as having been allotted that residence. The incumbent, permanent or temporary, of a post for whose benefit a residence has been constructed, bought or leased is allotted that residence.

4·9. The expression "emoluments" bears the meaning attached to it under rule 45 (b) of the Fundamental Rules.

4·10. The period of allotment is determined as follows:—

(i) for a non-migratory Government servant—

(a) if the house has been constructed, purchased or leased for the benefit of a particular appointment, it is the period of incumbency, permanent or temporary, of each Government servant in that appointment;

(b) otherwise it is for twelve months at a time, but terminates on his departure on leave or transfer from the place where he is stationed, except in the case of a house in the hills occupied by a Government servant who is permitted to recess in the hills under the rules in force. In this case, the period of allotment is the period of recess enjoyed.

*Exception.*—In the case of the Divisional Forest Officer, Upper Bashahr Division, who has two headquarters, viz., Nichar and Simla, the period of allotment for the residence provided for him at Nichar is from April 1st to 30th November, when he stays there.

(ii) for a migratory Government servant—

if he is provided with a residence at Lahore or Simla it is from October 15th to May 14th and from May 15th to October 14th, respectively;

4·11. The monthly rent that shall be assessed in the case of migratory Government servants is as follows:—

(a) For the residences provided for gazetted Government servants (including Assistant Secretaries) and European and

Simla Residences.

Anglo-Indian clerks at Simla,  $\frac{\text{the annual standard rent} \times 3}{12 \times 2}$

or 10 per cent. of the occupant's emoluments, whichever is less, for the period of allotment. For occupation outside the period of allotment the annual standard rent  $\times \frac{1}{12}$  or 10 per cent. of emoluments, whichever is less.

(b) For the quarters provided for Indian clerks in Ellerslie, 10 per cent. of the occupant's emoluments or the standard rent of the quarters, whichever is less, for the period of allotment.

(c) For the residences provided for gazetted officers at Lahore

Lahore residences.

$\frac{\text{the annual standard rent} \times 5}{12 \times 4}$  or 10 per cent. of the

occupant's emoluments, whichever is less, for the

period of allotment. For occupation outside the period of allotment, the annual standard rent  $\times \frac{1}{12}$  or 10 per cent. of emoluments, whichever is less.

(d) For the European Clerks' Cottages on Multan Road, 10 per cent. of emoluments, or the standard rent, whichever is less, for the period of allotment.

NOTE.—A migratory Government servant to whom more residences than one are allotted, shall not pay less rent for the total period of occupation in any one year than 10 per cent. of his emoluments for that period, or the total of the standard rents for the period of occupation of each house, whichever is less.

4.12. The monthly rent which shall be assessed in the case of non-migratory Government servants is the standard rent or 10 per cent. of the occupant's emoluments, whichever is less, for the period of allotment.

*Exception.*—In the case of Divisional Forest Officer, Upper Bashahr Division, the monthly rent for the residence at Nichar shall be assessed at  $\frac{\text{annual standard rent} \times 9}{12 \times 8}$  for the period of allotment.

4.13. Non-migratory Government servants permitted to recess in the hills shall pay, for houses provided in the hills, 10 per cent. of emoluments, or the standard rent, whichever is less, for the period of allotment. This rent shall be paid in addition to the rent assessable under the rules for a residence supplied at the Government servant's headquarters.

4.14. The limits of rent prescribed by rules 4.11, 4.12 and 4.13 above, have reference to the rent of the building only.  
General. Additional rent shall be charged for water-supply sanitary, heating, and electrical installations under rule 4.7, if these are supplied, and for amenities, such as furniture, supplied and maintained at Government expense. These charges shall be assessed for the period for which rent for the building is payable.

4.15. Rent shall be recovered monthly in arrears for the period of allotment.

4.16. The Government servant to whom a residence is allotted is responsible for the rent recoverable under the rules during the period of allotment. A competent authority may sanction exceptions to this rule for special reasons which must be stated.

NOTE 1.—The consent of the Finance Department has not been presumed under this rule.

NOTE 2.—The following are types of the cases in which such exceptions will be sanctioned :—

- (a) When a Government servant is acting in such an appointment, but is discharging the duties thereof in addition to those of his substantive appointment and already pays rent for a house.
- (b) When a Government servant in addition to the duties of such an appointment, carries on those of another appointment which preclude him from occupying the house.
- (c) When a Government servant has been promoted or transferred to an appointment in the same station and it is not considered necessary that he should change his residence.
- (d) When an Indian succeeds to, or officiates in, an appointment, the residence appertaining to which has been constructed to suit the requirements of an European. This rule applies *vice versa* to the case of a European officer.
- (e) When a Government servant officiating in an appointment for a period not exceeding two months is actually prevented from occupying the house provided for him by circumstances, which the Local Government consider sufficient to warrant an exception being made in his favour.

4.17. Subletting of an allotted residence may be permitted under the following conditions by the Chief Engineer, who should be addressed through the head of the tenant's department—

- (1) that no Government servant who is eligible claims allotment,
- (2) that the Government servant to whom the residence is allotted remains personally responsible for the rent and any damage done to the building beyond fair wear and tear,
- (3) that Government does not recognise the sub-tenancy,
- (4) that the rent charged by the Government servant to whom the residence is allotted shall not exceed that paid by him to Government,
- (5) that the sub-tenancy shall be only for the period of allotment.

4.18. The Public Works Department will endeavour to let in the most advantageous way possible a residence for which a Government servant is not paying rent under the above rules.

NOTE.—Public buildings let to private individuals should not be altered or enlarged at Government expense to suit the tenant, and persons occupying public buildings on rent are prohibited from making any alterations even at their own expense except with the express concurrence of the Public Works Department. The fact of any additions or alterations being made by the tenant confers no right of ownership on him, nor can the fact of the occupant having made additions or alterations at his own expense be considered as giving him any claim to a set off against, or diminution of, rent. Buildings should generally be let from month to month. No public building may be occupied as a private residence without the consent of the Public Works Department.

4.19. When a residence specially constructed for the incumbent of a particular post is let to a Government servant who does not hold that post, the latter is entitled to concessions under these rules subject to paying the minimum rent which would be required of the incumbent of the post. If the post is vacant this will be calculated on its average pay.

4.20. A competent authority may permit a Government servant to store at his own risk free of rent his furniture and other belongings in a house which has ceased to be allotted him when both the conditions specified below are fulfilled :—

(a) if the house is allotted to another Government servant under rule 4.10 (i) (a), subject to the condition that the latter does not require the residence and is exempted under rule 4.16 from responsibility for the rent ;

(b) in any case subject to the condition that arrangements cannot be made to let the house under rule 4.18.

4.21. When, during a 12 months' tenancy, a Government residence is vacated, owing either to the occupant's appointment having been altered, or to his proceeding on leave, the residence should, when this is possible, and always when occupation of the residence is a condition of the tenure of the appointment, be allotted to his successor in office and rent recovered accordingly.

4.22. In the case of residences under the control of the Forest Department, the above rules should be read as if the words "Public Works Department," "Chief Engineer," and "Executive Engineer" were "Forest Department," "Chief Conservator of Forests" and "Divisional Forest Officer," respectively.

4·30. All Police officers, of rank lower than that of Assistant or Deputy Superintendent of Police, may be provided with free quarters in Police Lines, stations, etc. When quarters are not available in the Police Lines, etc., other suitable quarters may be provided or house rent allowances granted (*see* Book of Financial Powers).

NOTE.—The reason for the grant of the concession is that it has been enjoyed for many years and that its value was taken into consideration when revised rates of pay were fixed.

4·31. Free quarters for Educational officers may be provided by the special order of the local Government in each case when a substantial proportion of the students of a college are resident in hostels adjoining or near the college building. Except in very special cases the concession will be confined to the Principal and one Professor. The residences will be assigned to the members of the college staff selected by the local Government. In the Intermediate College for Women, Lahore, Bibi Kuldeep Kaur, Lecturer in Science, has been granted free furnished quarters.

4·32. (1) All Superintendents and Deputy Superintendents of Central Jails who live in buildings attached to the jail, or in quarters specially provided close to the jail, are exempt from the liability to pay rent. The grant of house rent when quarters are not provided is contingent on the Superintendent or Deputy Superintendent providing himself with a residence within a distance convenient for the purpose of his duties at the jail and approved by the Inspector-General.

(2) Residential quarters shall ordinarily be provided at each jail for the jailor, deputy jailor, assistant jailor, medical subordinates, compounders and the staff of warders.

(3) Every officer of a jail for whom any residential quarters shall at any time be provided at such jail, shall reside therein.

(4) Every officer for whom no residential quarters are available at any jail, shall (except in the case of medical subordinates holding dual appointments) reside within such distance of the jail as the Superintendent may from time to time, in his discretion, fix in that behalf.

4·33. Every medical subordinate whose only duty is in connection with a jail is entitled to free quarters; if such quarters are not available, he shall reside near the jail in a position approved by the Superintendent and shall be entitled to house rent in lieu thereof.

4·34. All Sub-Assistant Surgeons employed in sanctioned appointments whether under Government or local boards or municipalities, are granted free quarters or house rent in lieu thereof. It is to be distinctly understood, however, that the grant of house rent is conditional on the Sub-Assistant Surgeon concerned providing himself with quarters within a convenient distance of his duties or of the hospital or dispensary in which he is employed. The quarters thus rented should be approved by the authority under whom the Sub-Assistant Surgeon is serving. In places where free quarters are not provided, and where suitable quarters within a convenient distance are not obtainable, it is the duty of Government or the local body concerned, as the case may be, to build free quarters. This

rule only applies to those Sub-Assistant Surgeons who are Government servants.

4·35 Technical, clerical and inferior staff employed in the Criminal Tribes Settlements are entitled to rent-free quarters.

4·36. The following staff in the MacLagan Engineering College, Moghalpura, are entitled to free quarters :—

- (a) Principal.
- (b) Professor in charge of the hostel.
- (c) A Mechanic and a Carpenter.

4·37. The Naib-Sherif at Palwal is granted rent-free quarters in his capacity as Turnkey of the judicial lock-up there .

4·38. The District Nazir, Simla, as Officer-in-Charge of the judicial lock-up at Kaithu, Simla, is granted rent-free quarters.

4·39. The following Government servants in the Department of Agriculture are entitled to free quarters :—

- (1) Superintendent, Lawrence Gardens.
- (2) *Punjab Agricultural College.*

- (a) Principal.
- (b) One Assistant Professor in charge of the College hostel.
- (c) College workshop—Foreman, Head Mechanic, Fitter, Blacksmith, Carpenter, Driver and Hammerman.

(3) *Hissar Cattle Farm.*—Superintendent and Deputy Superintendent are allowed to occupy their quarters at reduced rents of Rs. 50 and Rs. 25 respectively. Farm Overseers, Veterinary Assistants and Farm Bailiff get free quarters.

(4) Storekeepers of the farms at Hansi, Sargodha, Gurdaspur and Lyallpur (excluding the Senior Storekeeper at Lyallpur).

(5) Mistris at Gurdaspur and Lyallpur.

(6) Mukaddams.

(7) *Punjab Veterinary College.*—

- (a) Professor in charge of the College hostel.
- (b) Head Farrier and Farriers.
- (c) Museum Attendant.

(8) Camel Specialist and his staff.

4·40. Signallers and compounders in the Irrigation Department are entitled to rent-free quarters.

4·41. When quarters are built in a tahsil by Government for the Tahsildar, Naib-Tahsildar or other tahsil officials, no rent is charged for their use.

4·42. The Superintendent, Government Printing, Punjab and the Deputy Superintendent of the Punjab Government Press at Lahore are granted rent free accommodation.

4·43. The reasons for the grant of the concessions in rules 4·31 to 4·42 are based on the principles that free accommodation may be granted to and should (except in the case of Government servants entitled to it by contract) be limited to menials and artizans and to Government servants who are required by the nature of their duties to be permanently resident on the spot at the place of their duty.

## CHAPTER 5.—Rules under Fundamental Rule 47.

### HONORARIA.

5.1. Subject to the conditions prescribed in rules 5.2 to 5.8, a competent authority may sanction the grant of an honorarium from general revenues to a Government servant under its administrative control or the acceptance by such a Government servant of an honorarium or a fee from a source other than general revenues. No Government servant may accept an honorarium or fee without such sanction.

General rule.

5.2. The amount of an honorarium or fee must be fixed with due regard to the value of the service in return for which it is given.

Amount.

5.3. When the service rendered falls within the scope of the ordinary duties of the Government servant performing it, the test of exceptional merit prescribed in fundamental rule 46 must be very strictly applied.

Conditions of sanction.

5.4. Sanction must not be given to the acceptance of an honorarium or fee from a source other than general revenues unless the work for which it is offered has been undertaken with the knowledge and sanction of a competent authority, who must certify that its performance will involve no detriment to the official duties of the Government servant performing it.

NOTE.—The competent authority must make it clear that sanction under this rule to perform work does not involve sanction to the acceptance of an honorarium in excess of his own power of sanction under rule 5.1.

5.5. When an honorarium or fee is paid from a source other than general revenues for work done by a Government servant during time which would otherwise be spent in the performance of official duties, the honorarium or fee must be credited to general revenues, provided that a competent authority may, for special reasons which should be recorded, direct that the whole or any part of it may be paid to the Government servant.

5.6. When a Government servant of an educational service is permitted to receive fees for private tuition, the financial limits of the powers of sanction accorded to a competent authority shall be considered to apply to the total amount of fees to be accepted by such Government servant during any particular scholastic term or vacation.

Limits of sanction in case of tuition fees.

5.7. No Government servant may act as an arbitrator in any case which is likely to come before him in any shape by virtue of any judicial or executive post which he may be holding.

Action as arbitrator.

5.8. A Government servant called upon by a court of law to act as a commission to give evidence on technical matters may comply with the request, provided that the case is not of such a nature as will be likely to come before him in the course of his official duties, and may accept such fees as are fixed by the court.

Expert evidence.

## CHAPTER 6.—Rules under Fundamental Rule 66.

### AUTHORITIES EMPOWERED TO GRANT LEAVE.

6.1. The consent of the Finance Department is presumed to the grant of leave other than special disability leave and study leave under rules 83 and 84 of the fundamental rules, provided that—

- (a) the grant of leave does not involve the creation of an additional post requiring the consent of the Finance Department ; and
- (b) the conditions of proviso (2) to rule 6.2 are observed.

6.2. Appendix B specifies the authorities subordinate to the Local Government by whom leave, other than special disability leave under rule 83 and study leave under rule 84 of the fundamental rules, may be granted, provided that—

(1) the grant of leave does not involve—

(a) the creation of an additional post requiring the sanction of a higher authority ; or

(b) reference to higher authority for a substitute ; a

(2) that leave under Fundamental Rule 85 extending beyond the date on which the Government servant must compulsorily retire may only be granted in the following cases :—

(a) when a Government servant with leave due to him has applied for leave in sufficient time before the date of retirement and his application has been refused owing to the exigencies of the public service. The rule must not be applied so as to enable a Government servant at his own option to take leave after, instead of before the date of retirement ;

(b) when a Government servant has been compulsorily recalled from leave.

In either case the amount of leave granted after retirement will be limited to the amount of leave applied for and refused or granted and cancelled plus the amount earned since the Government servant last returned to duty, subject always to the maximum imposed by Fundamental Rule 85.

### Casual Leave.

6.3. Casual leave may be granted to Government servants for short periods by the authorities specified in appendix B or by the authorities mentioned in appendix C, subject to the conditions therein stated, provided that—

(1) it must in no case exceed at a time 10 days or such longer period as may, by general or special order, be prescribed by the Local Government ;

(2) leave exceeding 4 days is not granted on more than two occasions during the year unless a third period is allowed in special circumstances by the Local Government ; and



(3) the Government servant does not leave his district without permission.

NOTE.—As exceptions to the above rule—

- (a) Members of the Indian Auxiliary Force who are required by their Commanding Officer to attend an annual camp may, if they can be spared, be granted casual leave up to a fortnight at a time. The Commanding Officer should arrange for this leave with the immediate departmental superior of the Government servant concerned.
- (b) A Government servant who has been bitten by a rabid animal may be granted one month's casual leave to proceed to the Pasteur Institute at Kasanli for treatment, or, when the appointment of a substitute is found necessary, one month's extra leave on average pay. Any leave required in excess will be treated as leave on average pay or on half average pay as may be admissible.

6·4. Except in cases where previous reference would cause real inconvenience, a Government servant should not, without previous permission, come on casual leave to headquarters, or the place where the Governor is residing, for the purposes of making a representation to the Governor. The prohibition does not apply to a Government servant who is on any other kind of leave, or who does not intend to make any such representation.

6·5. Government servants on casual leave are prohibited from visiting any place whence they cannot return to their headquarters within 36 hours' notice, or whence their return within the period of their leave is likely to be prevented by the blocking of roads, breakdown of transport or other similar accidental cause. Heads of departments are authorized to grant exemption from this rule in special cases, as, for example, where an officer wishes to meet his wife at Bombay, but in all ordinary cases the rule should be observed, especially in the case of officers in charge of districts or sub-divisions.

6·6. The proposition that a Government servant may leave his district as a matter of course during gazetted holidays is not accepted by Government. Such a practice, if generally adopted, might often result in a district being left without any responsible Government servant at all. During gazetted holidays there is no objection to a Government servant leaving his district with the sanction of his immediate departmental superior, who must undertake the responsibility of granting such sanction.

6·7. Temporary leave in case of sudden illness may be granted on medical certificate, in anticipation of regular sanction, by the authority empowered to grant casual leave.

6·8. A Government servant on casual leave is not treated as absent from duty, and his pay and allowances are not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding—

- (i) date of reckoning allowances ;
- (ii) charge of office ;
- (iii) commencement and end of leave ; and
- (iv) return to duty ;

or so as to extend the term of other kinds of leave beyond the time admissible by rule.

6·9. Rule 6·8 is not to be read as precluding the treatment as casual leave of absence from duty following on leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rules in regard to the matters above specified, as, for instance, when it is necessitated by—

- (1) detention in plague camps on the way to rejoin office ; or

- (2) orders not to attend office in consequence of the presence of infectious diseases in the family or household of the person concerned. When, however, absence from duty for reasons of the nature above indicated exceeds the period which may reasonably be treated as casual leave under the discretion of the authority referred to in rule 6.3, the Government servant may be granted leave with allowances of any kind which may be due to him and thereafter leave without allowances.

NOTE 1.—These examples are not meant to be in any way exhaustive.

NOTE 2.—The authority referred to in rule 6.3 may sanction a substitute for an absentee who is prohibited from attending his duties on account of some infectious disease in his family, and whose duties cannot be arranged for without prejudice to his pay, provided that the absence does not exceed 30 days.

### Leave to Inferior Servants.

610. A Government servant in inferior service may be granted leave under the fundamental rules, subject to the condition that the leave salary of such a Government servant does not exceed what remains from his pay after provision has been made for the efficient discharge of his duties during his absence, except when in the resultant acting arrangements an inferior servant is given more than half the pay of the appointment in which he acts, in which case the excess over half pay granted to him may, at the discretion of the authority sanctioning the leave, be disregarded altogether in calculating the sum available for the leave salary of the absentee and the officiating pay paid in consequence of his absence.

611. The leave account of an inferior servant should be debited with reference to the kind of leave given, *i.e.*, whether it is on average pay or half average pay, and not with reference to the leave salary actually drawn.

NOTE.—The above rules do not apply in the case of leave granted under the rules in chapter 15.

## CHAPTER 7.—Administrative Instructions under Fundamental Rules 9 (19) and 49.

7.1. When a Government servant holds charge of the current duties of a post after being relieved of those of his substantive post, he officiates in that post. If it is not considered that he is entitled to the full officiating pay of the post, power is delegated to heads of departments in delegation order 13 of rule 22.4 to reduce the pay. This power should be used whenever the Government servant is not carrying out the full duties of the post.

7.2. When a Government servant holds current charge of another post in addition to that of his own substantive post, he likewise officiates in the former, and the presumptive pay of the post of which current charge is held may be reduced as in rule 7.1 above to the amount considered sufficient by the head of the department. After this, if necessary, has been done, the provisions of fundamental rule 49 should be applied. Powers to do this have been delegated in delegation order 22 of rule 22.4.

~~NOTE.~~ NOTE.—Pay granted under Fundamental Rule 49 (b) is not special pay.

7.3. A Government servant is not regarded as holding charge or current charge of a post unless a substantive post exists for the performance of the duties entrusted to him. If no such substantive post exists, the case is one for the grant of special pay or an honorarium.

*Example.*—A Deputy Commissioner cannot hold charge of the post of Settlement Officer after the post has been abolished.

## CHAPTER 8.—Administrative Instructions under Fundamental Rules 53 and 54.

8.1. No extra cost may ordinarily be imposed on the State by the grant of an allowance under fundamental rules 53 (b) and 54 without previous consultation with the Finance Department. In cases, however, where it does not exceed Rs. 500, and where the period during which the Government servant has remained unemployed through suspension or dismissal does not exceed six months, the excess expenditure may be admitted on the sanction of the suspending authority or the revising or appellate authority, as the case may be.

8.2. A servant of Government committed to prison either for debt or on a criminal charge should be considered as under suspension from the date of his arrest, and not allowed to draw any pay until the termination of the proceedings against him, when an adjustment of his allowances should be made according to the circumstance of the case, the full amount being given only in the event of the Government servant being acquitted of blame or (if the imprisonment was for debt) of its being proved that the Government servant's liability arose from circumstances beyond his control.

## CHAPTER 9.—Rules under Fundamental Rule 68.

### COMBINATION OF HOLIDAYS WITH LEAVE AND JOINING TIME AND VACATION.

#### Instructions relative to making over and receiving Charge.

9.1. Except as provided in these rules, the charge of a post must be made over at its headquarters, both the relieving and relieved Government servants being present.

Charge of office.

9.2. A competent authority may permit the provisions of rule 9.1 to be relaxed either as to the place of making over charge or the condition that both Government servants shall be present or both, provided—

- (a) both Government servants must be present unless the transfer or assumption of charge does not involve the handing or taking over of securities or of monies other than a permanent advance ;
- (b) if the Government servant relieved departs before the arrival of his relief, his early departure shall not entail a correspondingly early transfer from another station of a Government servant to perform his duties ; and
- (c) if the Government servant relieving returns after the departure of the Government servant relieved, the delay in his return shall not involve a corresponding delay in the transfer to another station of the Government servant who was performing his duties during his absence or in the discharge from Government service of a person temporarily appointed to it.

*Explanation 1.*—In deciding whether the absence of a Government servant involves the transfer of a Government servant from another station for the purposes of provisos (b) and (c) of this rule, account should be taken only of the substitute who takes the place of the absent Government servant, not of all Government servants, in the chain of arrangements arising from one Government servant's absence on leave.

*Explanation 2.*—Under this rule a competent authority can permit holidays or vacation to be prefixed to leave and joining time or holidays or vacation to be affixed to leave and joining time as further explained in rules 8.4 to 9.9.

9.3. On condition that the departing Government servant remains responsible for the monies in his charge, a competent authority may declare that proviso (a) under rule 9.2 is not applicable to any particular case.

Exception.

NOTE.—The handing over of a permanent advance is not a transfer of money, but the Government servant going on leave continues to be responsible for the money till the formal assumption of charge by his successor.

9.4. When the day (or days) immediately preceding the day on which the leave of a Government servant begins is a holiday (or series of holidays), and a competent authority has permitted under rule 9.2 the said Government servant to make over charge (and the Government servant relieving him to receive charge) on the afternoon of the day immediately preceding the holiday or series of holidays, the leave of the Government servant making over charge and any consequent rearrangement of pay and allowances shall, unless the competent authority in any case otherwise directs, take effect from the first day after the holidays.

## CHAP. 9.] COMBINING HOLIDAYS WITH LEAVE, ETC. [9.5—10.

9.5. When the day (or days) immediately following the day on which the leave or joining time of a Government servant ends is a holiday (or series of holidays), and a competent authority has permitted the said Government servant to receive charge (and the Government servant relieved to make over charge) on the forenoon of the day immediately following the holiday or series of holidays, the leave or joining time of the Government servant receiving charge is, unless the competent authority in any case otherwise directs, treated as having terminated on, and any consequent rearrangement of pay and allowances takes effect from the day on which the leave or joining time would have ended if holidays or joining time had not been affixed.

NOTE.—When a competent authority directs otherwise than as in this rule, it should convey the orders in the following form: “It is directed under rule 9.5 that joining time be treated as having terminated on—, and the consequent rearrangement of pay and allowances take effect from the same date”.

9.6. In the case of Government servants serving in vacation departments, vacations may be prefixed or affixed to leave, subject to the conditions mentioned in rules 9.2, 9.3, 9.4 and 9.5.

9.7. When a Government servant is permitted by competent authority to prefix vacation to leave, he will report before leaving headquarters, or if for urgent reasons the leave is granted during vacation as soon as it is granted that he makes over charge with effect from the end of the vacation, and the relieving Government servant will then take over charge, and the leave and any consequent rearrangement of pay will have effect from the end of the vacation.

9.8. When a Government servant is permitted by competent authority to affix vacation to leave, the Government servant to be relieved will make over charge before the vacation, and any consequent rearrangement of pay will have effect from the beginning of the vacation.

9.9. In the case of District and Sessions Judges, vacations will be treated as recognized holidays, and may be prefixed or affixed to leave, subject to the conditions mentioned in rules 9.2, 9.4 and 9.5 above, and provided further that—

- (i) no additional expense is incurred by the State for the period of the vacations; and
- (ii) the total period of absence on average pay, when vacation is taken in conjunction with leave, does not exceed, in the case of a Government servant under the special leave rules, eight months, and, in the case of a Government servant under the ordinary leave rules, four months.

9.10. Where the application of the above rules as to prefixing and affixing holidays to leave or joining time is doubtful or inequitable, a competent authority will decide which Government servant shall be held to have been in charge, and to which the pay of the post for the holiday or holidays shall be paid.

## CHAPTER 10.—Rules under Fundamental Rule 71.

### FORM OF MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY.

10.1. A Government servant who has taken leave on account of ill-health, whether the leave be technically leave  
Form of certificate. on medical certificate or not, may, if he is residing in Asia, be required by the authority which granted the leave to produce, before he is permitted to return to duty, a medical certificate in the following form :—

“I, A. B, \_\_\_\_\_, do hereby certify that I have examined C. D. of the \_\_\_\_\_ Department, and that I consider him fit to resume his duties in Government service”.

10.2. If the Government servant on leave is a gazetted Government servant, such certificate should be signed by a commissioned medical officer or a medical officer in charge of a civil station. In other cases, the authority which granted the leave may, at its discretion, accept a certificate signed by any registered medical practitioner.

## CHAPTER 11.—Rules under Fundamental Rule 74 (a). LEAVE PROCEDURE IN THE CASE OF GOVERNMENT SERVANTS IN INDIA.

### Section I.—Leave Accounts.

11.1. The leave account required by fundamental rule 76 shall be maintained in such form as the Auditor-General may prescribe.

11.2. (a) The leave account of a gazetted Government servant shall be maintained by, or under the direction of, the principal auditor responsible for the audit of his pay.  
By whom maintained.

(b) The leave account of a non-gazetted Government servant shall be maintained by the head of the office in which he is employed.

### Section II.—Application for Leave.

11.3. Except as provided in rules 11.4 and 11.5, an application for leave, or for an extension of leave, shall be made to the authority competent to grant such leave or extension.  
To whom application should be made.

11.4. An application for leave by a chaplain must be forwarded, through the proper channel, to the bishop of the diocese, and, in the case of chaplains of the Church of Scotland, to the presidency senior chaplain, whether such bishop or presidency senior chaplain is or is not competent to grant the desired leave.

11.5. An application by a commissioned medical officer in permanent or temporary civil employ for leave exceeding four months, other than leave on medical certificate, or for an extension of such leave, must be submitted to the Inspector-General of Civil Hospitals, by whom it will be forwarded to the Director-General of the Indian Medical Service. The Director-General will countersign the application if the state of the public service admits of the grant of the leave; otherwise he will abstain from countersigning it. In either case, he will forward the application for disposal to the authority competent to grant the leave.

11.6. A Government servant transferred to foreign service must, before taking up his duties in foreign service, make himself acquainted with the rules or arrangements which will regulate his leave during such service.

11.7. A Government servant on foreign service in India should submit all applications for leave, other than leave on average pay not exceeding four months, with the report of the account officer, through his employer, to the authority competent to sanction the leave.

### Section III.—Medical Certificates

11.8. Medical officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties. In such cases, the opinion that the Government servant is permanently unfit for Government service should be recorded in the medical certificate.  
General rules.



11.9. Every certificate of a medical committee or a medical officer recommending the grant of leave to a Government servant must contain a proviso that no recommendation contained in it shall be evidence of a claim to any leave not admissible to the Government servant under the terms of his contract or of the rules to which he is subject.

11.10. Before a gazetted Government servant can be granted leave or an extension of leave on medical certificate, he must obtain a certificate in the following form, or a nearly in that form as the circumstances permit:—

Procedure in the case of  
gazetted Government  
servants.

“I, A.B., Surgeon at (or of)....., do hereby certify that C. D. of the..... Service (or Department), is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgment, a change of air is essentially necessary to his recovery, and do therefore recommend that he may be permitted to proceed to.....”

This certificate should be accompanied by a statement of the Government servant's case in the following form:—

Statement of the case of \_\_\_\_\_

Appointment \_\_\_\_\_

Age \_\_\_\_\_

Total service \_\_\_\_\_

Service in India \_\_\_\_\_

Previous periods of leave  
of absence on medical  
certificate. } \_\_\_\_\_

Habits \_\_\_\_\_

Disease \_\_\_\_\_

11.11. Having secured such a certificate, the Government servant must, except in cases covered by rule 11.14, obtain the permission of the head of his office, or, if he himself is the head of an office, of the head of his department, to appear before a medical committee. He should then present himself, with two copies of the statement of his case, before such a committee. The committee will be assembled under the orders of the Inspector-General of Civil Hospitals, who will, where practicable, preside over it. The committee will be assembled either at the headquarters of the province or at such other place as the Local Government may appoint.

11·12. Before the required leave or extension of leave can be granted, the Government servant must obtain from the committee a certificate to the following effect :—

“ We do hereby certify that, according to the best of our professional judgment, after careful personal examination of the case, we consider the health of C.D. to be such as to render leave of absence for a period of..... months absolutely necessary for his recovery ”.

11·13. Before deciding whether to grant or refuse the certificate the committee may, in a doubtful case, detain the applicant under professional observation for a period not exceeding fourteen days. In that case, it should grant to him a certificate to the following effect :—

“ C. D. having applied to us for a medical certificate recommending the grant to him of leave, we consider it expedient, before granting or refusing such a certificate, to detain C.D. under professional observation for .. ..... days”.

11·14. If the state of the applicant's health is certified by a commissioned medical officer of Government or by a medical officer in charge of a civil station to be such as to make it inconvenient for him to present himself at any place in which a committee can be assembled, the authority competent to grant the leave may accept, in lieu of the certificate prescribed in rule 11·12, either—

- (a) a certificate signed by any two medical officers, being commissioned medical officers or medical officers in charge of civil stations, in whatsoever province they may be serving ; or
- (b) if the authority considers it unnecessary, to require the production of two medical opinions, a certificate signed by an officer in medical charge of a civil station and countersigned by the Deputy Commissioner of the district, or the Commissioner of the division.

11·15. An application by a non-gazetted Government servant in superior service for leave, or for an extension of leave,

Procedure in the case of non-gazetted Government servant in superior service.

on medical certificate, must be accompanied by a certificate from the applicant's medical attendant. Such certificate should distinctly state the nature of the illness, its symptoms, probable causes and duration and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. The authority competent to grant the leave may require it to be countersigned by the officer in chief medical charge of the district in which the applicant resides, but, in the case of female applicants, may accept the countersignature of any registered medical practitioner ; and shall, in the case of all applicants, accept the uncountersigned certificate of a registered medical practitioner unless there are special reasons for not doing so.

NOTE.—A registered medical practitioner includes a medical practitioner—

- (a) whose name appears in the latest annual medical list ; and
- (b) who, having been registered after the closing of the latest medical list, certifies his registration number.

11.16. No certificate should be submitted for countersignature without the cognizance of the head of the office in which the applicant is serving.

11.17. The countersigning officer may, in his discretion, require the applicant to appear before him unless it appears from the certificate of his medical attendant that he is too ill to bear the journey. In the latter case, the officer may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit.

11.18. In support of an application for leave, or for an extension of leave, on medical certificate from a non-gazetted Government servant in inferior service, the authority competent to grant the leave may accept such certificate as it may deem sufficient.

Procedure in the case of non-gazetted Government servants in inferior service.

11.19. The grant of a certificate under rules 11.12, 11.14, 11.15 or 11.18 does not in itself confer upon the Government servant concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave, and the orders of that authority should be awaited.

#### Section IV.—Grant of Leave.

11.20. In cases where all applications for leave cannot, in the interests of the public service, be granted, an authority competent to grant leave should, in deciding which application should be granted, take into account the following considerations:—

Priority of claims to leave.

- (a) The Government servants who can, for the time being, best be spared.
- (b) The amount of leave due to the various applicants.
- (c) The amount and character of the service rendered by each applicant since he last returned from leave.
- (d) The fact that any such applicant was compulsorily recalled from his last leave.
- (e) The fact that any such applicant has been refused leave in the public interests.

11.21. When a medical committee in India has reported that there is no reasonable prospect that a Government servant will ever be fit to return to duty, leave should not necessarily be refused to him. It may be granted, if due, by a competent authority on the following conditions:—

Grant of leave to a Government servant who is unlikely to be fit to return to duty.

- (a) If the medical committee is unable to say with certainty that the Government servant will never be fit for service in India again, leave not exceeding twelve months in all may be granted. Such leave should not be extended without a further reference to a medical committee.
- (b) If the medical committee declares the Government servant to be completely and permanently incapacitated for further service in India, he should, except as provided in clause (c) below be

invalided from the service, either on the expiration of the leave already granted to him, if he is on leave when examined by the committee, or, if he is not on leave, from the date of the committee's report.

- (c) A Government servant declared by a committee to be completely and permanently incapacitated may, in special cases, be granted leave, or an extension of leave, not exceeding six months as debited against the leave account, if such leave be due to him. Special circumstances justifying such treatment may be held to exist when the Government servant's breakdown in health has been caused in and by Government service, or when he has taken a comparatively small amount of leave during his service or will complete at an early date an additional year's service for pension.

11-22. Leave should not be granted to a Government servant who is to be dismissed or removed from service for misconduct or general inefficiency if such leave will have the effect of postponing the date of dismissal or removal, or to a Government servant whose conduct

Grant of leave to a Government servant who ought to be dismissed.

is at the time forming, or is in the near future likely to form, the subject of departmental inquiry.

11-23. If, in a case not covered by rule 11-22, an authority competent

Procedure when a Government servant is not allowed to return to duty after leave.

to remove a Government servant from service decides, before such Government servant departs from India on leave, that he will not be permitted to return to duty in India, it must inform him to that effect before he leaves India.

11-24. If, when a Government servant is about to depart from India on leave, it is necessary to consider the propriety of removing him for incapacity, whether mental or physical, which is of such a nature that it is impossible to decide, before he leaves India, whether it will be permanent or temporary; or if for any reason it is considered inexpedient that a Government servant on leave should return to India, a full report of the circumstances must be made by the department of the Local Government concerned to the India Office in time to enable the Secretary of State in Council to take any necessary measures before the Government servant would in the ordinary course be permitted to return to duty. The report should in any case reach the India Office at latest three months before the end of the Government servant's leave.

11-25. When leave on medical certificate has been granted to a

Cases in which a copy of the medical statement of the case must be forwarded to the High Commissioner.

Government servant, or, in the case of a military officer in civil employ, when the grant of such leave has appeared in orders, if such Government servant or military officer proposes to spend his leave in Europe, North Africa, America or the West Indies,

the department of the Local Government concerned must, without delay, forward a copy of the medical statement of the case to the High Commissioner for India.

11-26. When a Government servant, who has been granted leave for reasons of health, proceeds to any of the localities named in rule 11-25, the authority which granted the leave shall inform the High Commissioner for India, whether a certificate of fitness is required under the second sentence of Fundamental Rule 71.

11·27. Leave to a gazetted Government servant must not be granted without obtaining a report from the principal auditor upon his title to leave, except in cases of emergency, and on the responsibility of the Government servant for the consequence of the leave asked for being inadmissible. Such a report from the principal auditor is not required in the case of a non-gazetted servant.

#### Section V.—Departure on Leave.

11·28. Every Government servant proceeding on leave out of India should procure from the audit officer and take with him a copy of the memorandum of information issued for the guidance of Government servants proceeding on leave out of India. If the leave has been granted on a medical certificate, he must take a copy of the medical statement of his case also.

11·29. A Government servant taking leave out of India must report his embarkation, through the audit officer, to the authority which granted his leave in such form as the Auditor-General may prescribe.

#### Section VI.—Return from Leave.

11·30. A gazetted Government servant, on return from leave, must report his return to Government. A chaplain must report his return to the bishop of his diocese also.

11·31. A Government servant returning from leave is not entitled, in the absence of specific orders to that effect, to resume, as a matter of course, the post which he held before going on leave. He must report his return to duty and await orders.

## CHAPTER 12.—Rules under Fundamental Rule 74 (a) (iv).

### RECORD OF SERVICE.

#### Gazetted Government Servants.

12.1. A record of the services of a gazetted Government servant will be kept by the audit officer in such form as the Auditor-General may prescribe.

#### Non-gazetted Government Servants.

12.2. A service book in such form as the Auditor-General may prescribe must be maintained for every non-gazetted Government servant holding a substantive post on a permanent establishment, with the following exceptions :—

Service books.

- (a) Government servants, the particulars of whose service are recorded in a history of services or a service register maintained by the audit officer ;
- (b) policemen of rank not higher than that of head constable ; and
- (c) inferior servants of all sorts.

12.3. In all cases in which a service book is necessary under rule 12.2, such a book must be supplied for a Government servant, at his own cost on his first appointment to Government service. It must be kept in the custody of the head of the office in which he is serving and transferred with him from office to office. It may be given up to the Government servant if he resigns or is discharged from the service without fault, an entry to this effect being first made in the service book.

12.4. Every step in a Government servant's official life must be recorded in his service book, and each entry must be attested by the head of his office, or, if he himself is the head of an office, by his immediate superior. The head of the office must see that all entries are duly made and attested, and that the book contains no erasure or overwriting, all corrections being neatly made and properly attested.

12.5. Every period of suspension from employment and every other interruption of service must be noted, with full details of its duration, in an entry made across the page of the service book, and must be attested by the attesting officer. It is the duty of the attesting officer to see that such entries are promptly made.

12.6. Personal certificates of character must not, unless the head of the department so direct, be entered in a service book, but, if a Government servant is reduced to a lower substantive post, the reason of the reduction must be briefly shown.

12.7. It is the duty of every Government servant to see that his service book is properly maintained as prescribed in rule 12.4 in order that there may be no difficulty in verifying his service for pension. The head of the office should therefore permit a Government servant to examine his service book should he at any time desire to do so.

12·8. If a Government servant is transferred to foreign service, the head of his office or department must send his service book to the audit officer. The audit officer will return it after noting in it, over his signature, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary. On the Government servant's retransfer to Government service, his service book must again be sent to the audit officer who will then note in it, over his signature, all necessary particulars connected with the foreign service. No entry relating to the time spent in foreign service may be attested by any authority other than the audit officer.

12·9. In the case of policemen of rank not higher than that of head constable, there must be maintained for each district Service rolls. by the Superintendent of Police a service roll in English, in which the following particulars should be recorded for each man holding substantively a permanent post in the constabulary :—

- (a) The date of his enrolment.
- (b) His caste, tribe, village, age, height and marks of identification when enrolled.
- (c) The rank which he from time to time holds ; his promotions ; and his reductions or other punishments.
- (d) His absences from duty, with or without leave.
- (e) Interruptions in his service.
- (f) Every other incident in his service which may involve forfeiture of a portion of it, or may affect the amount of his pension.

The roll must be checked by the vernacular roll and order book and the punishment register, and every entry in it must be signed by the Superintendent.

12·10. A service roll as described in rule 12·9 must be maintained for every other class of non-gazetted Government servant for whom no service book is necessary, except the Government servants mentioned in exception (a) under rule 12·2.

## CHAPTER 13.—Rules under Fundamental Rule 82 (a).

### VACATION DEPARTMENTS.

13.1. A vacation department is a department, or part of a department, to which regular vacations are allowed during which Government servants serving in the department are permitted to be absent from duty.

Government servants who serve in vacation departments.

13.2. The following classes of Government servants serve in vacation departments when the conditions of rule 13.1 are fulfilled :—

- (a) Educational officers, other than the Director of Public Instruction and inspecting officers, and their establishments.
- (b) Judicial officers of rank not higher than that of subordinate judge and their establishments.
- (c) Any other class of Government servant which a competent authority may declare to be so serving.

NOTE.—The consent of the Finance Department is not presumed to the exercise of power under the last clause of this rule. A complete list of Government servants serving in vacation departments is given in appendix D.

13.3. In case of doubt, a competent authority may decide whether or not a particular Government servant is serving in a vacation department.

13.4. A Government servant serving in a vacation department shall be considered to have availed himself of a vacation, or a portion of a vacation, unless he has been required by general or special order of a higher authority to perform duty of any kind during such vacation, or portion of a vacation, provided that, if he has been prevented by such an order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

When vacation is treated as taken.



## CHAPTER 14.—Rules under Fundamental Rules 44 and 93.

### COMPENSATORY ALLOWANCES.

**14.1.** Subject, in respect of house-rent allowance, to the provisions of rule 14.3, a compensatory allowance attached to a post will be drawn in full by the Government servant performing the duties of that post.

General.

**14.2.** A compensatory allowance, other than a house-rent allowance or exchange compensation allowance, may be drawn up to a maximum period of four months by a Government servant who takes leave on average pay from the post to which the allowance is attached, or is transferred therefrom for not more than four months to another post, as well as by the Government servant performing the duties of the post to which the allowance is attached, provided that—

Compensatory allowance other than a house-rent allowance or exchange compensation allowance.

- (1) the authority sanctioning the leave or transfer, as the case may be, certifies that the Government servant is likely to return, on the expiry of his leave or his temporary duty, to the post to which the allowance is attached or to another post carrying a similar allowance; and
- (2) the Government servant certifies that he continues to incur the whole, or a considerable part, of the expense to meet which the allowance was granted.

**14.3.** A house-rent allowance may be drawn by a Government servant on leave or transfer in the circumstance specified in rule 14.2. provided that he certifies that his previous rate of expenditure for a house continues during his absence, and that he places his house, free of rent, at the disposal of the Government servant, if any, who officiates in his post. The officiating Government servant cannot, in such case, draw the house-rent allowance, attached to the post. If, however, the officiating Government servant, for a reason which a competent authority considers to be sufficient, refuses the accommodation placed at his disposal, he, and not the absent Government servant, will draw the allowance.

House-rent allowance.

NOTE.—Under rules 14.2 and 14.3 compensatory allowance can also be allowed up to a maximum period of six months in the case of Government servants granted leave on average pay (or privilege leave) up to six months under the special concession referred to in the note to fundamental rule 81 (b).

**14.4.** The Secretary of State has ordered that exchange compensation allowance should be treated as compensatory allowance under fundamental rule 44, and that it may, if otherwise admissible, be drawn by a Government servant during the first four months of any period of leave on average pay.

Exchange compensation allowance.

NOTE.—The intention underlying these orders is that the grant of exchange compensation allowance, if otherwise admissible, should not be absolutely limited to the first four months of leave on average pay. The allowance is also admissible during the period corresponding to the amount of privilege leave at a Government servant's credit on the 1st January 1922.

**14.5.** The compensatory allowance known as jungle allowance, which is allowed to certain Government servants of the Public Works Department, Irrigation Branch, may be drawn during joining time, subject to the provisos—

Jungle allowance.

- (a) that the allowance is admissible in the station to which the Government servant is posted or transferred; and

(b) that, if the rates admissible in the two stations differ, he draws the lower rate only.

14.6 (i) Grain compensation allowance is a compensatory allowance given only to whole-time Government servants under the administrative control of the Punjab Government whose pay lies within certain limits to compensate them from time to time for the high prices of food-grains. It is not however, admissible to the charas establishment at Leh in the Kashmir Residency.

(ii) The allowance will be admissible according to the following scales :—

RATE OF PAY OF WHOLE-TIME GOVERNMENT SERVANTS		AMOUNT OF GRAIN COMPENSATION ALLOWANCE ADMISSIBLE IF AVERAGE PRICE OF PRINCIPAL FOOD-GRAINS OF THE DISTRICT IS	
Not more than —	But more than—	Dearer than 7 seers per rupee, but not dearer than 6 seers per rupee. (1st scale.)	Dearer than 6 seers per rupee, but not dearer than 5 seers per rupee. (2nd scale.)
Rs. per month.	Rs. per month.	Rs. per month.	Rs. per month.
32	31	...	1
31	30	1	2
30	16	2	3
16	0	1	2

NOTE.—The term "pay" does not include a compensatory allowance—vide fundamental rules 9(5) and 9(21).

No allowance will be admissible if the average price of the principal food-grains of the district is not dearer than 7 seers per rupee.

(iii) The principal food-grains of a district will be taken to be those shown in the following table under the district concerned. They include all those shown opposite "obligatory grains" and two of the grains shown opposite "optional grains". The selection of the two optional grains will rest with the Deputy Commissioner of the district concerned who will select the two cheapest grains available in sufficient quantities :—

	Simla.	Karnal, Sahapur, Rawalpindi, Jhang, Multan and Dera Ghazi Khan Districts.	All other districts.
Obligatory grains . ...	Wheat ... Gram ... Barley ...	Wheat ... Gram ... Jowar ...	Wheat. Gram. Barley.
Optional grains . ...	Bathu ... Masur ... Maize ... Rice ...	Bajra ... Maize ... Rice ... ...	Jowar. Bajra. Maize. Rice.

(iv) For calculating the average price, the average retail rate prevailing as ascertained from the fortnightly prices current, published in the *Punjab Gazette*, during the last fortnight of the month preceding and the first fortnight of the month for which the allowance is due, will be taken.

(v) These prices are recorded in seers and chhitacks per rupee and the average price will be taken as the average of these recorded quantities.

(vi) If in any month any one of the obligatory grains is not available, the cheapest of the optional grains prescribed should be substituted for it.

(vii) For Government servants serving in Indian States the average price of the principal food-grains will be taken to be—

For the Phulkian States and Kalsia, as for Ambala.

For Bahawalpur, as for Multan.

For Faridkot, as for Ferozepore.

For Maler Kotla, as for Ludhiana.

For Loharu, as for Hissar.

For Dujana, as for Rohtak.

For Pataudi, as for Gurgaon.

For Kapurthala, as for Jullundur.

For Sirmur and the Simla Hill States, as for Simla.

For Mandi, Suket and Chamba, as for Kangra.

(viii) Grain compensation allowance will be admissible to whole-time Government servants holding temporary posts and therefore regard must be had to this fact in fixing the pay of such temporary posts.

## CHAPTER 15.—Rules under Fundamental Rule 101.

### MATERNITY AND HOSPITAL LEAVE.

15.1. The competent authority under rule 6.2 of these rules may grant to a female Government servant maternity leave on full pay for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever be earlier. The period shall not ordinarily exceed three months, but may be extended to six on the certificate of the Civil Surgeon, or of a member of the Women's Medical Service, India.

15.2. Leave of any other kind may be granted in continuation of maternity leave if the request for its grant be supported by a medical certificate.

15.3. The competent authority under rule 6.2 of these rules may grant hospital leave to Government servants of the following classes while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties :—

- (a) Executive Government servants in the Police Department whose pay does not exceed Rs. 35 per mensem.
- (b) Forest subordinates, other than clerks, in receipt of pay not exceeding Rs. 35.
- (c) Sub-assistant surgeons, compounders, dressers, dhais, European warders, superior warders, head warders, warders, head attendants, deputy head attendants, matrons and assistant matrons of the Punjab Mental Hospital.
- (d) Head warders, warders and orderlies, male or female, and matrons of the Jail Department whose pay does not exceed Rs. 35 per mensem.
- (e) Government servants employed in Government Presses, whether on fixed pay or at piece rates.
- (f) Subordinates employed in Government laboratories.
- (g) Subordinates employed on the working of Government machinery.
- (h) Peons and guards in permanent employ.
- (i) Syces in the Veterinary Department.
- (j) Warders and peons of the Reformatory Settlement at Amritsar.

15.4. Hospital leave shall in no case exceed six months in any one term of three years, whether such leave is taken at one time or by instalments, full average pay being allowed for the first three months and half average pay thereafter.

NOTE.—The proviso to Fundamental Rule 87 regulates leave salary in cases falling under this rule, subject to the conditions mentioned therein.

15.5. Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible : provided that the total period of leave, after such combination, shall not exceed twenty-eight months.

## CHAPTER 16.—Rules under Fundamental Rule 103 (a).

### LEAVE EARNED BY TEMPORARY AND OFFICIATING SERVICE.

16.1. A competent authority may grant to a temporary engineer of the Public Works Department leave on such terms and with such leave-salary as it may think fit: provided that the leave and leave-salary are not in excess of those admissible to a Government servant subject to the ordinary leave rules.

16.2. (i) Leave may be granted to any other Government servant except a member of the work-charged establishment of the Public Works Department without a lien on a permanent post while officiating in a post or holding a temporary post if he has officiated in or held such post continuously for at least two years, as follows:—

- (a) leave on leave-salary equal to average pay up to one-eleventh of the period spent on duty, subject to a maximum of four months at a time, or
- (b) on medical certificate, leave on leave-salary equal to half average pay for three months at any one time, or
- (c) extraordinary leave for three months at any one time,
- (d) any combination of leave under clauses (a), (b) and (c) above, subject to a maximum of six months in all at any one time.

(ii) If he has officiated in a post or held a temporary post for less than two years continuously he may receive leave as described above only if the grant of the leave involves no expense to Government.

*Exception I.*—In the case of a Government servant officiating in a permanent post or holding a temporary post, in a vacation department, leave granted under clause (a) of this rule shall be on leave-salary equivalent to half-average pay: provided that such a Government servant may be granted, under that clause leave on leave-salary equivalent to full average pay to the extent of one month for each year of duty in which he has not availed himself of any part of the vacation.

*Exception II.*—In the case of the temporary technical establishment of the Punjab Government Press the condition that there should be no extra-expense involved in granting leave shall be enforced even if their temporary service is not less than 2 years.

16.3. If such a Government servant is, without interruption of duty, appointed substantively to a permanent post, his leave account will be credited with the amount of leave which he would have earned by his previous duty if he had performed it while holding a permanent post substantively, and debited with the amount of leave actually taken under rule 16.2. Leave taken under rule 16.2 is not an interruption of duty for the purpose of this rule.

NOTE.—For the purpose of this rule uninterrupted temporary or officiating service rendered before 1st January 1922, including privilege leave during such service, may be taken into account in calculating the amount of leave to be credited to a Government servant's leave account. Leave taken under rule 1 in article 336 or rule 2 in article 339, Civil Service Regulations, should not be regarded as constituting an interruption of service for this purpose.

CHAP. 16. ]      TEMPORARY AND OFFICIATING SERVICE.      [ 16·4.

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16·4. Temporary and officiating service rendered under the Government of India or any provincial Government will, if followed by confirmation under the Punjab Government without interruption of duty, be taken into account for the purpose of the leave account maintained under Fundamental Rule 77: provided that under the rules laid down by the other Government such service would have counted had the Government servant in question continued in the service of that Government without a break of service till confirmation.

## CHAPTER 17.—Rules under Fundamental Rule 103 (c).

### LEAVE ADMISSIBLE TO PART-TIME LAW OFFICERS.

17.1. A law officer holding one of the posts mentioned in fundamental rule 99, if his pay is fixed at a definite rate but his whole time is not retained for the service of Government, may be granted leave as follows :—

- (a) Leave on full pay during the vacation of the High Court within whose jurisdiction he serves : provided that no extra expense is thereby caused to Government. Such leave will be counted as duty.
- (b) Leave on half pay for not more than six months once only in his service after six years of duty.
- (c) On medical certificate, leave on half pay up to a maximum of 20 months at any one time : provided that three years of duty must intervene between any two periods of leave on medical certificate.
- (d) On the conditions prescribed in fundamental rule 85, extraordinary leave.

17.2. Leave under any one of the clauses of rule 17.1 may be combined with leave under any other clause.

17.3. A public prosecutor will ordinarily be entitled to a month's leave on full pay in September, during which month no officiating appointment will be made. But the Legal Remembrancer may refuse to sanction leave in cases of emergency or urgency. If a public prosecutor takes leave at any other time he will draw no pay for the period during which he is absent and his work will be done by another lawyer appointed by the Deputy Commissioner in consultation with the Sessions Judge and with the approval of the Legal Remembrancer, whose pay will ordinarily be at the rate of Rs. 500 per mensem. In that case the permanent incumbent of the post may draw the difference between the pay of the post and the sum paid to the substitute : provided that the leave taken within the year does not exceed one month. If no suitable lawyer is willing to do the work for Rs. 500 per mensem, the Deputy Commissioner should refer the matter with such recommendation as he may think proper and necessary for the orders of Government.

### LEAVE ADMISSIBLE TO GOVERNMENT SERVANTS REMUNERATED BY FEES OR DAILY WAGES.

17.4. A Government servant remunerated by fees may be granted leave on the terms laid down in rules 17.1 and 17.2 ; provided that he makes satisfactory arrangements for the performance of his duties, that no extra expense is caused to Government, and that, during leave of the kind contemplated by clause (b) of rule 17.1 the whole of the fees are paid to the person who officiates in his post.

CHAP. 17. ] GOVERNMENT SERVANTS PAID BY FEES, ETC. [ 17·5—6.

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17·5. A section-writer or a press servant, paid under the piece-work system, or a daily labourer employed in the Public Works Department if granted leave, is not entitled to any leave-salary whatever during his absence.

17·6. Labourers employed in Government workshops or other similar institutions on a daily wage, who are injured while on duty, may be granted in any one term of three years leave not exceeding six months, whether such leave is taken at one time or in instalments, full wages being allowed for the first three months and half wages thereafter, inclusive of compensation under the Workmen's Compensation Act where that is payable ; and female servants employed at piece rates or daily rates in a permanent or *quasi*-permanent Government institution or concern may be granted maternity leave in accordance with the provisions of rules 15·1 and 15·2.



## CHAPTER 18.—Rules and Instructions under Fundamental Rule 104.

LEAVE TO PROBATIONERS AND APPRENTICES UNDER THE ADMINISTRATIVE CONTROL OF THE PUNJAB GOVERNMENT OTHER THAN THOSE WHOSE LEAVE IS PROVIDED FOR BY CONTRACT.

18·1. Leave may be granted to a probationer if it is admissible under the leave rules which will be applicable to him if he held his post substantively otherwise than on probation.

Probationers.

18·2. Leave of the following kinds may be granted to an apprentice :—

Apprentices.

(a) On medical certificate, leave on leave-salary equivalent to half-average pay for a period not exceeding one month in any year of apprenticeship.

(b) Extraordinary leave under fundamental rule S5.

18·3. Leave on medical certificate under fundamental rule 104 (a) (ii) shall not be granted for a period extending beyond the term of a Government servant's contract unless or until it has been decided to retain him in permanent employment.

## CHAPTER 19.—Rules under Fundamental Rule 106.

### JOINING TIME.

19.1 When transfer to a new post involves a change of station joining time is calculated as follows, subject to a maximum of thirty days—  
General rules.

(i) Six days for preparation ; and, in addition thereto—

*For the portion of the journey  
which the Government servant  
travels or might travel.*

*A day for each*

By railway ...	...	... 250 miles.	} or any longer time actually occupied in the journey.
By ocean steamer ...	...	... 200 miles	
By river steamer ...	...	... 80 miles	
By motor car plying for public hire	80 miles.		
By mail cart or other public stage conveyance drawn by horses	... 80 miles.		
In any other way	... 15 miles.		

An extra day is allowed for any fraction of distance over that prescribed.

(ii) When part of the journey is by steamer, the days intervening between the Government servant being set free from his office or, if he has no office, receiving his orders, and the departure of the steamer or his start duly regulated to catch the steamer shall be added.

NOTE 1.—Sundays are not included in the above calculations, though they are included in the maximum limit of thirty days.

NOTE 2.—A journey by road of eight miles or under, to or from a railway station from or to the chief public office of the place, does not count for joining time.

NOTE 3.—In view of the uncertainty which exists as to the point of departure of the ferry steamer from Ghazi Ghat during the flood season, two days instead of one will be allowed as joining time for the journey of about 25 miles between Dera Ghazi Khan and Ghazi Ghat when the bridge of boats is not up. When this extra day is demanded the claim should be supported by the certificate of the senior officer of the Public Works Department in Dera Ghazi Khan.

NOTE 4.—A Government servant whose pay does not exceed Rs. 100 is not ordinarily expected to travel by motor car or horse driven conveyance plying for public hire, and his joining time is calculated accordingly.

19.2. Only one day is allowed for joining a post which does not necessarily involve a change of residence from one station to another. A gazetted holiday counts as a day for the purpose of this rule.

19.3. No joining time is allowed in the cases when a Government servant is transferred from one post to another in the same office establishment.

19.4. When a Government servant, returning from leave out of India exceeding four months, takes joining time before joining his post, his joining time shall be calculated as prescribed in rule 19.1 : provided that it shall, if he so desire, be subject to a minimum of ten days.

Minimum in the case of Government servants returning from in excess of four months leave out of India.

19.5. By whatever route a Government servant travels, his joining time shall, unless a competent authority specially permits otherwise, be calculated by the route which travellers habitually use.

Route by which calculated.

19-6. (a) The joining time of a Government servant on return from leave on average pay of not more than four months' duration, or when he has not had sufficient notice of his appointment to his new post on return from leave, other than leave on average pay not exceeding four months duration, will be counted from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to the less joining time. If the leave is being spent out of India and the order of appointment to the new post reaches him before he arrives at the port of debarkation, the port of debarkation is the place in which he received the order for the purpose of this rule.

(b) A Government servant returning from leave on average pay of not more than four months' duration on transfer to a station other than that from which he took leave, will be granted full joining time without reference to the authority which granted the leave.

NOTE.—In the case of Government servants entitled to the War concession of accumulating privilege leave up to six months the words 'six months' should be substituted in their case for 'four months' in the above rule.

19-7. The authority which granted the leave will decide whether the notice referred to in fundamental rule 105 (b) (ii) was insufficient.

19-8. A Government servant on transfer during a vacation may be permitted to take joining time at the end of the vacation.

19-9. If a Government servant is authorized to make over charge of a post elsewhere than at his headquarters, his joining time shall be calculated from the place at which he makes over charge.

19-10. If a Government servant is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment.

NOTE.—A second period of six days for preparation should not be included in calculating the joining time of a Government servant whose appointment is changed while he is in transit.

19-11. If a Government servant takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave, unless the leave is taken on medical certificate. In the latter case, the period may be treated as joining time.

19-12. (a) A competent authority will, if necessary, extend the joining time as calculated by rule 19-1 provided the general spirit of the rules is observed.

Special concession. NOTE.—The consent of the Finance Department is not presumed to the exercise of power under this clause.

(b) Within the maximum of thirty days, Heads of Departments, in the case of Government servants of Provincial Services, Temporary Engineers, Temporary Deputy Collectors and non-gazetted subordinates under their control may extend the joining time admissible by rules—

(c) If the Government servant has been unable to avail himself of the usual mode of travelling, or if notwithstanding due diligence on his part, the journey has occupied more time than is allowed by the rules—to the extent of time actually necessary.

(ii) If such extension is considered necessary for the public convenience or for the saving of public expense, as, for example, to prevent unnecessary and merely formal transfers—to the extent necessary.

(iii) If the rules have in any particular case operated harshly, as, for example, if a Government servant has through no fault on his part missed a steamer or fallen sick on the journey—to the extent necessary.

## CHAPTER 20.—Rules under Fundamental Rule 119 (b) and Administrative Instructions dealing with Foreign Service.

### INTEREST ON OVER-DUE CONTRIBUTIONS.

20.1. If a contribution for leave-salary or pension which is due from a Government servant in foreign service is not paid within fifteen days from the end of the period to which it relates, the Government servant concerned must pay to Government interest on the unpaid contribution, at the rate of 4 pies a day per 100 rupees upon the amount due, from the date of expiry of the period of fifteen days up to the date on which the contribution is finally paid.

20.2. Interest on over-due contributions will not be remitted, save in exceptional circumstances, when, for instance, the payment of the contribution has been delayed through no fault of the Government servant concerned.

20.3. A copy of the orders sanctioning a Government servant's transfer to foreign service must always be communicated to the account officer (referred to in rule 20.4) by the authority by whom the transfer is sanctioned. The Government servant himself should, without delay, communicate a copy to the officer who audits his pay, and take his instructions as to the officer to whom he is to account for the contribution; report to the latter officer the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return, from foreign service; and furnish from time to time particulars regarding his pay in foreign service, leave taken by him, his postal address and any other information which that officer may require.

20.4. (a) In the case of foreign service out of India, the "Account Officer for Government servants of the Central Government" is the Accountant-General, Central Revenues.

(b) In the case of foreign service for Government servants of provincial Governments in and out of India the "Account Officer" is the local Audit Officer.

### RULES REGARDING LEAVE AND THE GRANT OF LEAVE.

20.5. A Government servant on foreign service in India is himself personally responsible for the observance of the rule contained in fundamental rule 122; by accepting leave to which he is not entitled under the rules he renders himself liable to refund leave-salary irregularly drawn, and in the event of his refusing to refund, to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave-salary.

## CHAPTER 21.—Consent Orders.

**21.1.** Rule 7 of the fundamental rules states that no powers may be exercised or delegated under those rules except after consultation with the Finance Department, but that it is open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given. The orders in this chapter are those contemplated by fundamental rule 7.

**21.2.** The Governor in Council is pleased to declare under rule 7 of the fundamental rules that the consent of the Finance Department may be presumed to have been given to the exercise of power by an authority to whom power has been specifically delegated by the fundamental rules or rules made by the Local Government under the fundamental rules; and to the exercise of powers specifically delegated by the Local Government under rule 6 of the fundamental rules as set forth in the Delegation Orders in Chapter 22.

**21.3.** The consent of the Finance Department may be presumed to have been given to the exercise of powers by the Governor in Council or a Ministry in the following cases :—

1	2	3	4	5	6
Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	Extent.
		Fundamental Rule.	Sub-Rule.		
1	...	Definitions.	1.15 (c)	Power to declare a Government servant's headquarters	Full powers.
2	...	Ditto	1.23	Power to define the limits of a Government servant's sphere of duty.	Ditto.
3	...	9 (6) (b)	2.1 (iv) (2)	Fixation up to a maximum of three months of the period allowed for preparation for an examination in oriental languages.	Ditto.
4	...	9 (6) (b)	2.1 (iv) (3)	Extension up to six months of the period of preparation in special cases.	Ditto.
5	...	9 (6) (b)	2.1 (iv) (5)	Approval of the place of preparation	Ditto.
6	...	9 (6) (b)	2.2 (4)	Power to sanction the absence of a Government servant on duty beyond his sphere of duty.	Full powers, provided the absence does not extend beyond 80 days.
7	9 (19)	...	...	Power to appoint a Government servant to officiate in a vacant post.	Full powers.
8	10	...	...	Power to dispense with the production of a medical certificate.	Full powers in individual cases.

1	2	3	4	5	6
Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	Extent.
		Fundamental Rule.	Sub-Rule.		
9	13	...	...	Power to suspend a lien ...	Full power
10	14	..	...	Power to transfer a lien ...	Ditto.
11	20	...	...	Power to reduce the pay and allowances of a Government servant treated as on duty under fundamental rule 9 (6) (b).	Ditto.
12	24	...	...	Power to withhold increments ..	Ditto.
13	25	...	...	Power to grant increments above an efficiency bar in a time-scale	Ditto.
14	28	...	...	Power to fix the pay of a Government servant transferred as a penalty to a lower grade or post up to the maximum pay of the lower grade or post.	Ditto.
15	29	...	...	Power to declare that service in a lower grade or post shall not count for increment when the degraded Government servant is re-instated.	Ditto.
16	35	...	...	Power to reduce the pay of an officiating Government servant.	Ditto.
17	42 (a)	...	...	Power to make a subsistence grant to a Government servant under suspension.	Ditto.
18	42 (b)	...	...	Power to make a subsistence grant to a Government servant appointed in the United Kingdom who is prevented by illness from proceeding to the seat of Government or any other station to which he is ordered to proceed direct.	Ditto.
19	43 (b)	...	...	Power to fix the amount of subsistence grant of a Government servant under suspension, subject to a maximum of one-fourth of his pay.	Ditto.
20	..	45	4.23	Power to sanction remissions of rent when a building is unhabitable.	Ditto.
21	..	47	5.1	Power to sanction the grant of honoraria from general revenues or acceptance of honoraria or fees from other sources.	Up to a maximum of Rs 500 in each individual case, this being the aggregate in the case of a recurring fee (or honorarium), provided that the service rendered does not fall within the scope of the ordinary duties of the Government servant, in which case the limit is Rs 50.

1	2	3	4	5	6
Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	Extent.
		Fundamental Rule.	Sub-Rule.		
22	.	47	5.4	Power to sanction the undertaking of work for which an honorarium or fee is offered from a source other than general revenues.	Full powers.
23	...	47	5.5	Power to direct that the whole or part of an honorarium or fee from a source other than general revenues, for work done during the time which would otherwise be spent in the performance of official duties, be paid to the Government servant.	Ditto.
24	49	...	...	Power to appoint a Government servant to hold substantively or to officiate in two or more independent posts at one time.	Ditto.
25	49 (b)	...	...	Power to fix pay for each other post	Up to a maximum of Rs. 200 subject to the proviso that the maximum pay drawn for the two posts does not exceed by more than 20 per cent the pay that would have been drawn by the Government servant if he had not been appointed to the second post.
26	54	...	...	Power to grant a re-instated Government servant, if honourably acquitted, the full pay or allowance to which he would have been entitled if he had not been dismissed or suspended. If otherwise, any proportion of such pay or allowance.	Full powers.
27	56 (a)	..	...	Power to retain Government servants, other than ministerial servants in service after the age of 55 years.	Ditto.
28	56 (b)	..	...	Power to retain a ministerial servant in service after the age of 60 years.	Ditto.
29	56 (c) (iv)	..	...	Power to grant in special circumstances extension of service not exceeding 3 months to a Chief Engineer who has attained the age of 55 years.	Ditto.
30	65 (b)	...	...	Power to declare that the former service of a re-instated Government servant shall not count for leave in whole or in part.	Ditto.
31	66	...	...	Power to grant leave ...	Ditto.
32	...	68	9.2	Power to relax the provisions of rule 9.1.	Full powers, provided that the place of making over charge is within the Punjab.

PART 21.

## CONSENT ORDERS.

[ 21-3—CONTD.]

1	2	3	4	5	6
Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	Extent.
		Fundamental Rule.	Sub-Rule.		
33	..	68	9.3	Power to declare that proviso (a) to rule 9.2 is not applicable to any particular case.	Full powers.
34	...	68	9.4 9.5	Power to direct in any case otherwise than is laid down in rules 9.4 and 9.5.	Ditto.
35	..	68	9.10	Power to decide in doubtful or inequitable cases which Government servant shall be held to have been in charge and to which the pay of the post for the Sunday or holiday shall be paid.	Ditto.
36	69 (b)	...	...	Power to grant permission to a Government servant on leave to accept employment or take up service.	Ditto.
37	72	...	...	Power to permit a Government servant to return to duty more than 14 days before the termination of his leave.	Ditto.
38	73	...	...	Power to extend leave overstayed ...	Ditto.
39	...	74 (a)	11.21	Power to grant leave to a Government servant in respect of whom a medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty.	Ditto.
40	...	82	13.3	Power to decide in case of doubt whether a particular Government servant is serving in a vacation department.	Ditto.
41	...	44 & 93	14.3	Power to accept an officiating Government servant's reason for refusing to occupy the house placed at his disposal by the permanent incumbent while on leave or transfer.	Ditto.
42	...	103 (a)	16.1	Power to grant leave to a Temporary Engineer.	Ditto.
43	...	106	19.5	Power to permit the calculation of joining time by a route other than that which travellers habitually use.	Ditto.
44	110 (c).	...	...	Power to transfer to foreign service in India.	Full powers, subject to the conditions in Consent Order No. 45.



1	2	3	4	5	6
Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	Extent.
		Funda-mental Rule.	Sub-Rule.		
45	114	...	...	Power to fix pay in foreign service ...	<p>Full power, subject to the conditions in the orders issued by the Governor General in Council under Fundamental Rule 114 [circulated with Punjab Government endorsement No. 668-F. (Genl.), dated 10th January 1922], and provided that</p> <p>(a) The pay fixed—</p> <p>(i) does not exceed Rs 1,000 per annum;</p> <p>(ii) does not exceed by more than 40 per cent. the substantive pay last drawn by the Government servant in Government service.</p> <p>(iii) is not increased at intervals less than three years, except that a Government servant who belongs to a graded service or who is on a time-scale may get an increase up to 40 per cent. each increment in addition to his increment.</p> <p>(b) No concessions are sanctioned in addition to pay, except—</p> <p>(i) payment by foreign employer of leave and pension contributions;</p> <p>(ii) grant of travelling allowance under the Punjab Government subsidiary rules.</p>

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HAP. 21.]

## CONSENT ORDERS.

[21·3—CONCLD.]

1	2	3	4	5	6
Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	Extent.
		Funda-mental Rule.	Sub-Rule.		
46	114	...	...	Power to grant house-rent allowance to Sub-Assistant Surgeons in foreign service.	Up to the amount drawn by Sub-Assistant Surgeons holding similar posts in British service.
47	125	...	...	Power to decide the date of reversion of a Government servant returning after leave from foreign service.	Full powers.

## CHAPTER 22.—Delegation Orders.

22.1. Rule 6 of the Fundamental Rules permits a Local Government to delegate to any of its officers, subject to any conditions which it may think fit to impose, any power conferred upon it by those rules, with certain exceptions.

22.2. The orders in this chapter are the delegations made by the Local Government. First, there is a statement of delegations which apply to all Heads of Departments or other competent authority generally, and this is followed by statements of delegations which apply to particular departments or officers.

22.3. In accordance with rule 6 of the Fundamental Rules, the Local Government is pleased to delegate to the High Commissioner for India, subject to the limitations imposed by that rule, all the powers conferred upon it by those rules, except that under rule 83, in so far as Government servants under its administrative control on leave in the United Kingdom are concerned.

22.4. The Local Government has made the following delegations under fundamental rule 6 with respect to Government servant subordinate to the authorities named, unless the delegation is further restricted :—

Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	To whom delegated.	Extent.
		Fundamental Rule.	Sub-Rule.			
1	2	3	4	5	6	7

### (A) Delegations to Heads of Departments or Heads of Offices generally.

1	...	Defin- itions.	1.15(c)	Power to declare a Government servant's headquarters	Heads of Departments.	Full powers in case of those Government servants whom they can appoint.
2	...	Do.	1.23	Power to define the limits of a Government servant's sphere of duty.		
3	...	9(6) (b)	2.2 (4)	Power to sanction the absence on duty of a Government servant beyond his sphere of duty.	Heads of Departments.	Full powers in individual cases, provided that the absence is for reasons of a public nature, which should be stated, and does not exceed 14 days in each case.
4	...	9(6) (b)	2.2 (4)		Heads of Offices	Ditto; in respect of Government servants whom they can appoint.

Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	To whom delegated.	Extent.
		Fundamental Rule.	Sub-Rule.			
1	2	3	4	5	6	7
5	9 (19)	...	...	Power to appoint a Government servant to officiate in a vacant post.	Authority competent to make a substantive appointment to the post.	Full powers.
6	13	...	...	Power to suspend a lien	Heads of Departments and Heads of Offices.	As regards Government servants under them whom they can appoint.
7	19, 39 & 40	...	...	Power to fix pay ...	Heads of Departments.	In respect of temporary posts which they are specifically authorized to create.
8	20	...	...	Power to reduce pay and allowances of a Government servant treated as on duty.	Ditto	In individual cases only.
9	24	...	..	Power to withhold increments.	Authorities competent to make a substantive appointment to the post which the Government servant holds.	Full powers.
10	24	...	...	Ditto ...	Heads of Offices	In respect of ministerial and inferior Government servants up to a maximum period of 2 years.
11	28	...	...	Power to order Government servants transferred as a penalty to a lower grade or post to draw any pay not exceeding the maximum of the lower grade or post.	The authority empowered to make the transfer.	Full powers.
12	29	...	...	Power to declare that service of a Government servant reduced shall not count for increment on re-instatement.	The authority competent to re-instate.	Ditto.
13	35	...	...	Power to reduce pay of officiating Government servants.	Heads of Departments	Ditto.

Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	To whom delegated.	Extent.
		Fundamental Rule.	Sub-Rule.			
1	2	3	4	5	6	7
14	42 (a)	...	...	Power to make a subsistence grant to a Government servant under suspension.	Heads of Departments.	To non-gazetted Government servants serving under them.
15	42 (a)	...	...	Power to make a subsistence grant to a Government servant under suspension.	Heads of Offices ...	To ministerial and inferior Government servants serving under them.
16	...	47	5.1	Power to sanction the grant of honoraria from general revenues.	Heads of Departments	For sums not exceeding Rs. 50, this being the aggregate in the case of a recurring fee or honorarium.
17	...	47	5.1	Power to sanction acceptance of honoraria or fees from sources other than general revenues.	Heads of Reserved Departments.	For sums not exceeding Rs. 50, this being the aggregate in the case of a recurring fee or honorarium.
18	...	47	5.1	Ditto	Heads of Transferred Departments.	For sums not exceeding Rs. 200, this being the aggregate in the case of a recurring fee or honorarium.
19	.	47	5.4	Power to sanction the undertaking of work for which an honorarium or fee is offered from a source other than general revenues.	Heads of Departments	Where the honorarium or fee involved does not exceed Rs. 50, if the Government servant is serving in a reserved department or Rs. 200 if he is serving in a transferred department, the amount in each case being the aggregate in the case of a recurring fee or honorarium.

Provided that in all cases the service rendered does not fall within the scope of the duties of the Government servant.

Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	To whom delegated.	Extent.
		Fundamental Rule.	Sub-Rule.			
1	2	3	4	5	6	7
20	...	47	5.5	Power to direct that the whole or any part of an honorarium or fee paid from an outside source for work done during official time may be paid to the Government servant who did the work.	Any authority having power to sanction the acceptance of the honorarium or fee.	To the extent of his power to sanction the acceptance of the honorarium or fee.
21	49	...	...	Power to appoint a Government servant to hold substantively or to officiate in two or more independent posts at one time.	Heads of Departments	With respect to Government servants whom they are competent to appoint to all the posts referred to, provided that none of the other posts shall be in the same office as the post drawing the highest pay.
22	49 (b)	...	...	Power to fix pay for each other post.	Ditto	With respect to Government servants whom they are competent to appoint to all the posts referred to, and up to a maximum of Rs. 200, subject to the proviso that the maximum pay drawn for the two posts does not exceed by more than 20 per cent. the pay that would have been drawn by the Government servant if he had not been appointed to the second post.
23	56 (a)	...	...	Power to retain a Government servant other than a ministerial servant in service after the age of 55 years.	Ditto	As regards non-gazetted Government servants only and up to the age of 60 years.
24	...	68	9.2	Power to relax the provisions of rule 9.1.	Ditto	In respect of Government servants to whom they are competent to grant leave.
25	...	68	9.3	Power to declare that proviso (a) to rule 9.2 is not applicable to any particular case.	Ditto	In respect of Government servants to whom they are competent to grant leave.

Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	To whom delegated.	Extent.
		Fundamental Rule.	Sub-Rule.			
1	2	3	4	5	6	7
26	...	68	9.4 & 9.5	Power to direct in any case otherwise than is laid down in rules 9.4 and 9.5.	Heads of Departments.	In respect of Government servants to whom they are competent to grant leave.
27	73	...	...	Power to extend leave overstayed.	The authority granting the leave.	Up to 14 days out of India and 7 days in India.
28	...	106	19.5	Power to order that joining time should be calculated by a route other than that which travellers habitually use.	Heads of Departments	Full powers.
29	110 (c)	...	...	Power to transfer to foreign service in India.	Ditto	Full powers, subject to the conditions in serial No. 30.
30	114	...	...	Power to fix pay in foreign service.	Ditto	Full powers, subject to the conditions in the orders issued by the Governor-General in Council under Fundamental Rule 114 [circulated with Punjab Government endorsement No. 808-F. (G.O.), dated 10th January 1922], and provided that—  (a) The pay fixed— (1) does not exceed Rs. 150 per-mensem ;  (2) does not exceed by more than 40 per cent. the substantive pay last drawn by the Government servant in Government service.

Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	To whom delegated.	Extent.
		Fundamental Rule.	Sub-Rule.			
1	2	3	4	5	6	7
30 con- cld.	...	...	...	...	...	<p>(3) is not increased at intervals of less than three years, except that a Government servant who belongs to a graded service or who is on a time scale may get an increase up to 40 per cent. of each increment, in addition to his increment.</p> <p>(b) No concessions are sanctioned in addition to pay except—</p> <p>(1) payment by the foreign employer of leave and pension contributions;</p> <p>(2) grant of travelling allowance under the Panjab Government travelling allowance.</p>
31	125	...	...	Power to decide the date of reversion of a Government servant returning after leave from foreign service.	Heads of Departments	Full powers.



Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	To whom delegated.	Extent.
		Fundamental rule.	Sub-Rule.			
1	2	3	4	5	6	7

## (B) Delegations to specific Heads of Departments and other officers.

## (i) PUBLIC WORKS DEPARTMENT.

32	...	Definitions	115 (c)	Power to declare a Government servant's headquarters	Superintending Engineers in the Public Works Department, Irrigation Branch.	Full powers in case of those Government servants whom they can appoint.
33	..	Do.	1.23	Power to define the limits of a Government servant's sphere of duty.	Superintending Engineers in the Public Works Department, Irrigation Branch.	Full powers in case of those Government servants whom they can appoint.
34	...	9 (6)	2.2 (4)	Power to sanction the absence on duty of a Government servant from his headquarters beyond his sphere of duty.	Superintending Engineers in the Public Works Department.	Full powers in respect of Government servants under their control, provided that the absence is for reasons of a public nature which should be stated, and that the period of absence does not exceed 14 days.
35	27	...	...	Power to grant premature increments to patwaris in the Irrigation Branch within the sanctioned time-scale.	Chief Engineers, Public Works Department, Irrigation Branch.	Subject to the condition that the patwaris so granted increments are re-employed patwaris.

Ser.	Fundamental Rule.		RULES UNDER THE FUNDAMENTAL RULES		Nature of power.	To whom delegated.	Extent.
	Fundamental Rule.	Sub-Rule.					
1	2	3	4	5	6	7	
36	27	...	...	Power to grant premature increments within the approved time-scales of pay to non-gazetted Government servants appointed to fill temporary posts in any of the sanctioned scales for Divisional or Sub-Divisional Offices of the Railways and Quarries Divisions of the Sutlej Valley Project under the direct control of the Chief Engineer (Construction), Irrigation Branch, Public Works Department.	Chief Engineer (Construction), Irrigation Branch, Public Works Department.	The power to be exercised with the object of fixing initial pay only.	
37	27	...	...	Power to grant premature increments within the approved time-scales of pay to non-gazetted Government servants appointed to fill temporary posts in any of the sanctioned scales for Circle, Divisional or Sub-Divisional Offices of the Sutlej Valley Project in the Irrigation Branch, Public Works Department.	Superintending Engineers of the Irrigation Branch, Public Works Department, in charge of Circles created in connection with the Sutlej Valley Project.	The power to be exercised with the object of fixing initial pay only, and to be subject to any further conditions that the Chief Engineer (Construction) may impose.	
38	...	45	4.20	Power to permit furniture to be stored free of rent.	Superintending Engineer and Conservators of Forests.	In respect of residences under their control.	
39	56 (a)	...	...	Power to retain a Government servant other than a ministerial servant, in service after the age of 55 years.	Superintending Engineers in the Public Works Department, Irrigation Branch.	As regards Draftsmen and Signallers, and up to the age of 60 years.	
(ii) EDUCATION DEPARTMENT.							
40	...	47	5.1	Power to sanction the acceptance of fees for private tuition.	Inspectors of Schools in the Education Department.	For sums not exceeding Rs. 200.	

Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES.		Nature of power.	To whom delegated.	Extent.
		Fundamental Rule.	Sub-Fundamental Rule.			
1	2	3	4	5	6	7
(iii) POLICE DEPARTMENT.						
41	24	...	...	Powers to withhold increments of Government servants.	Deputy Inspectors-General of Police, Assistant Inspector-General, Government Railway Police.	In respect of Inspectors of Police.
42	24	...	...	Do.	Deputy Inspectors-General, Assistant Inspector-General, Railway Police, and Superintendents of Police, also Assistant Superintendent of Railway Police, and (except as regards Sergeants), Deputy Superintendents in charge of Railway Police Sub-Divisions, subject to confirmation by Assistant Inspector-General, Government Railway Police.	In respect of Sergeants, Sub-Inspectors, Head Constables and Constables.
43	42 (a)	...	...	Power to make subsistence grants to Government servants under suspension.	Deputy Inspectors-General, Assistant Inspector-General, Government Railway Police, and Superintendents of Police.	To all non-gazetted police officers subordinate to them.
44	42 (a)	...	...	Do.	Assistant Superintendent, Government Railway Police, and (except as regards Sergeants), Deputy Superintendents in charge of Railway Police Sub-Divisions, subject to confirmation by Assistant Inspector-General, Government Railway Police.	Ditto.

Serial No.	Fundamental Rule.	RULES UNDER THE FUNDAMENTAL RULES		Nature of power.	To whom delegated.	Extent.
		Fundamental Rule.	Sub-Rule.			
1	2	3	4	5	6	7
45	56 (a)	...	...	Power to retain Government servants, other than ministerial servants, in service after the age of 55 years	Deputy Inspectors-General of Police.	As regards Sub-Inspectors and Sergeants of Police, and up to the age of 60 years.
46	56 (a)	...	...	Do.	Superintendents of Police.	As regards Head Constables and Constables, and up to the age of 60 years.

## (iv) MISCELLANEOUS

47	9 (19)	...	...	Power to appoint a Government servant to officiate in a vacant post.	Elections Commissioner, Punjab.	Full powers in respect of temporary post which he is authorized to create.
48	19, 39 & 40.	...	...	Power to fix pay	Ditto	Ditto.
49	...	47	5·1	Power to sanction the grant of honoraria from general revenues.	Ditto	For sums not exceeding Rs. 50, this being the aggregate in the case of a recurring fee or honorarium provided the service rendered does not fall within the scope of the duties of the Government servant.
50	...	47	5·1	Power to sanction the grant of honoraria from general revenues or acceptance of honoraria or fees from other sources.	Director of Information Bureau, Punjab.	For sums not exceeding Rs. 50, this being the aggregate in the case of a recurring fee or honorarium provided the service rendered does not fall within the scope of the duties of the Government servant.
	...	47	5·4	Power to sanction the undertaking of work for which an honorarium or fee is offered from a source other than general revenues.	Ditto	Up to a maximum of Rs. 50 in each individual case, this being the aggregate in the case of a recurring fee or honorarium.



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## **APPENDICES.**

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## APPENDIX A.

[ Referred to in rule 1-18. ]

*List of appointments specially classed as inferior for the purpose of leave and travelling allowance.*

1. Artificers, other than those in the permanent pensionable establishment of the Public Works Department whose pay is not less than Rs. 25 a month, handicraftsmen and labourers.
2. Daftaris and Mochis.
3. Distributors in Printing and Lithographic establishments.
4. Forest Guards.
5. Menial and inferior servants of all sorts.
6. Mistries of the Public Works Department whose pay is less than Rs. 25 a month.
7. Money-testers (potedars).
8. Shroffs whose pay does not exceed Rs. 15 per mensem.
9. Messengers, orderlies and peons and other petty Government servants.
10. Press servants and section-writers in those months only in which their earnings do not exceed Rs. 10 a month.
11. Pressmen whose pay, if in receipt of fixed pay, or whose emoluments, if paid for piece-work, are less than Rs. 15 a month.
12. Rollermen or inkmen, fly-boys or takers-off in Printing establishments.
13. Boatmen.
14. Turnkeys.
15. Attendants and warders in the Punjab Mental Hospital and warders in Criminal Tribes Settlements.
16. Police Constables (are treated as superior for purposes of leave).



## APPENDIX B.

(See rule 8-2.)

*Authorities empowered to grant leave.*

Serial No.	Department.	Authority which can grant leave.	To whom.	Extent.
1	All Departments	Authority competent to fill up the post of the non-gazetted Government servant concerned, if vacant.	All non-gazetted Government servants not specifically mentioned in this appendix.	Full powers.
2	...	Heads of offices	All non-gazetted Government servants under their control not specifically mentioned in this appendix.	Subject to control of the authority competent to fill the post subalternatively, if vacant.
3	...	The foreign employer	Government servants in foreign service in India.	Full power to grant leave on average pay not exceeding four months.
4	...	The authority which sanctioned the transfer to foreign service.	Ditto	Full powers.
5	Judicial	Chief Justice	(1) Officers of Punjab Civil Service under the High Court. (2) Gazetted Ministerial Officers of the High Court.	Ditto.
6	Public Works Department	Chief Engineers	(1) Officers of the Indian Service of Engineers (2) Temporary Engineers (3) Officers of the Punjab Engineering Service (4) Upper Subordinates holding Sub-Divisional charge. (5) Deputy Collectors (6) Specialist Officers, e.g., Consulting Architect, Assistant Consulting Architect, Electrical Engineer, etc.	Up to four months. Full powers. Ditto. Ditto. Ditto. Up to four months.

7	Public Works Department —continued.	Superintending Engineers	...	<p>(1) Divisional and Sub-Divisional Officers of the Indian Service of Engineers, Punjab Engineering Service and Temporary Engineers.</p> <p>(2) Sub-Engineers ...</p> <p>(3) Deputy Collectors ...</p> <p>(4) Upper Subordinates not in charge of a Sub-Division. ...</p> <p>(5) Officers of the Subordinate Engineering Service.</p> <p>(6) Draftsmen ...</p> <p>(7) Zilladars ...</p> <p>(8) Clerks ...</p> <p>(9) Members of temporary establishments in Circle Offices, excepting Temporary Engineers.</p> <p>(10) Members of petty establishments in Circle Offices, Head Munshis, Ahlmdads and Signallers.</p>	<p>Up to four months, if previously approved by the Chief Engineers in the leave programme, or separately.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Full powers.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Ditto.</p>
8	Public Works Department —concluded.	Executive Engineers	...	<p>(1) Upper Subordinates not in Sub-Divisional charge.</p> <p>(2) Officers of the Subordinate Engineering Service.</p> <p>(3) Lower Subordinates ...</p> <p>(4) Clerks other than Divisional Head Clerks</p> <p>(5) Draftsmen other than Head Draftsmen</p> <p>(6) Zilladars ...</p> <p>(7) Head Munshis, Ahlmdads and Signallers...</p> <p>(8) Members of temporary establishments in divisions, except Temporary Engineers.</p> <p>(9) Members of petty establishments other than Head Munshis, Ahlmdads and Signallers.</p>	<p>Up to four months.</p> <p>Ditto.</p> <p>Full powers.</p> <p>Up to four months.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Full powers.</p> <p>Ditto.</p>

## APPENDIX B—continued.

Serial No.	Department.	Authority which can grant leave.	To whom.	Extent.
9	Medical	Inspector-General of Civil Hospitals	(1) Officers of the Indian Medical Service not holding independent charge of a district (2) Officers of the Punjab Medical Service not holding independent medical charge of a district.	Up to six months. Full powers.
10	Police	Inspector-General of Police	(1) Officers of the Imperial Police Service not holding independent charge of a district. (2) Officers of the Punjab Police Service not holding independent charge of a district.	Up to four months. Full powers.
11		Deputy Inspector General of Police and Assistant Inspector-General, Railway Police.	(1) Court Inspectors of Police ... (2) Inspectors other than Court Inspectors,...	Up to four months. Full powers.
12		Superintendents of Police	(1) Sub-Inspectors ... (2) Sergeants ... (3) Head Constables directly appointed ...	Up to four months. Ditto. Full powers.

13	Assistant Superintendent, Railway Police	(1) Sub-Inspectors...	...	Up to four months.
		(2) Sergeants	...	Ditto.
		(3) Head Constables	...	Full powers.
		(4) Constables	...	Ditto.
14	Jails	Jailers, Deputy Jailors and Assistant Jailors	...	Ditto.
15	Superintendents of Jails other than Headquarters Jails.	Warders and Head Warders	...	Ditto.
16	Superintendents of Jails and Institutions.	(1) Teachers	...	Ditto.
		(2) Other Government servants under the Superintendents whom they are not empowered to appoint.	...	Ditto.
17	Education	(1) Officers of the Indian Educational Service	...	Up to four months.
		(2) Officers of the Punjab Educational Service	...	Full powers.
18	Deputy Directress of Public Instruction, Divisional Inspectors of Schools and Principals of Colleges.	(1) Members of the Subordinate Educational Service in Government Schools and Colleges other than Heads of Government Schools and Vice-Principals of Normal Schools.	...	Up to four months.
19	Forests	(1) Officers of the Indian Forest Service not holding independent charge of a division.	...	Up to four months.
		(2) Officers of the Punjab Forest Service not holding independent charge of a division.	...	Full powers.

## APPENDIX B—continued.

Serial No.	Department.	Authority which can grant leave.	To whom.	Extent.
20	Forest concluded.	Conservators	(1) Forest Rangors ..	Full Powers.
			(2) Clerks on pay exceeding Rs. 40	Ditto.
21		Divisional Forest Officers	(1) Deputy Rangors ..	Full powers, subject to the control of the Conservator concerned.
			(2) Foresters ..	
			(3) Clerks on pay not exceeding Rs. 40 per mensem.	Full powers, provided no substitutes are required.
22	Land Revenue, General Administration and Excise.	Senior Secretary to the Financial Commissioners.	Superintendents in the office of the Financial Commissioners.	Full powers.
23		Commissioners of Divisions	(1) Tahsildars ..	Up to four months.
			(2) Excise Inspectors ..	Ditto.
			(3) Excise Sub-Inspectors ..	Full powers.
			(4) Naib-Tahsildars ..	Ditto.
24		Deputy Commissioners	(1) Superintendents in their own offices	Up to four months, provided local arrangements approved by the Commissioner can be made to fill the vacancies.
			(2) Head Vernacular Clerks	Ditto.
			(3) Head Treasury Clerks	Ditto.

25	Land Revenue, General Administration and Excise— <i>concluded</i> .	Sub-Divisional Officers and Revenue Assistants.	(1) Kanungos under their control	...	Up to four months, subject to the control of the Deputy Commissioner.
26	...	Sub-Divisional Officers	(2) Patwaris under their control	...	Full powers, subject to the control of the Deputy Commissioner.
27	Agriculture	Director of Agriculture	Inferior establishment of Tahsil Offices under their control.	...	Full powers.
			(1) Officers of the Indian Agricultural and Indian Civil Veterinary Services not holding independent charge of a circle.	...	Up to four months.
			(2) Officers of the Punjab Agricultural Service not holding independent charge of a district.	...	Full powers.
			(3) Officers of the Punjab Veterinary Service not holding independent charge of a district.	...	Ditto.
			(4) Superintendent, Lawrence Gardens, Lahore.	...	Ditto.
28		Principal, Agricultural College, Lyallpur. Economic Botanist	{ All non-gazetted Government servants under their immediate control whom they are not empowered to appoint.		Full powers, subject to the control of the Director of Agriculture.
29		...	...	...	...

## APPENDIX B—concluded.

Serial No.	Department.	Authority which can grant leave.	To whom.	Extent.
30		Professor of Agriculture, Lyallpur		
31		Entomologist, Lyallpur ...		
32		Agricultural Chemist, Lyallpur ...		
33		Deputy Directors of Agriculture	All non-gazetted Government servants under their immediate control whom they are not empowered to appoint.	Full powers, subject to the control of the Director of Agriculture.
34		Agricultural Engineer ...		
35		Superintendent, Lawrence Gardens		
36		Superintendents and Deputy Superintendents, Civil Veterinary Department.	Veterinary Assistants and Veterinary Inspectors.	Full powers, subject to the control of the Superintendent, Civil Veterinary Department.
37		Assistant Superintendent, Government Cattle Farm, Hissar.	Veterinary Assistant, Darogha, petty Government servants and Farm Overseers.	Full powers, subject to the control of the Superintendent, Government Cattle Farm.

38	Industries	...	Director of Industries	..	(1) Assistant Director of Industries...	..	Full powers.
					(2) Factory Inspectors and Assistants	...	Ditto.
					(3) Boiler Inspectors and Assistants	...	Ditto.
					(4) Tramway Engineer	...	Ditto.
					(5) Superintendent of Tanneries...	...	Ditto.
39		...	..	..	(6) Principal, and Assistant Principal, Mayo School of Arts.		Full powers.
					(7) Headmaster, Railway Technical School	...	Ditto.
					(8) Other officers of provincial and special services under the Director of Industries.		Ditto.
40	Co-operative Societies	...	Registrar, Co-operative Societies...	...	Inspectors of Co-operative Societies	...	Ditto.
41	...	...	Deputy Registrar and Assistant Registrar of Co-operative Societies.		Government-paid Sub-Inspectors of Co-operative Societies.		Full powers, subject to the control of the Registrar.
42	Public Health	...	Director of Public Health	...	(1) Assistant Director of Public Health, whether officer of the I. M. S. or not		Up to four months. Subject to the proviso that the grant of leave does not involve the sanction of higher authority to fill up the post.
					(2) Assistant Epidemiologist	...	Full powers. Ditto
					(3) Superintendent, Vaccine Institute	...	

NOTE.--The period of four months mentioned in these rules means the actual period of leave and not the period debited to the leave account as expressed in terms of leave on average pay.



# APPENDIX C.

[ Referred to in rule 6'3.]

*Authorities empowered to grant casual leave, where not already empowered under Appendix B.*

Serial No.	Authority.	To whom.	Extent.
1	Commissioners of Divisions.	Executive officers serving under them	Full powers under the rule.
2	Deputy Commissioners	Tahsildars, Naib-Tahsildars, Excise Inspectors and Sub-Inspectors.	Ditto.
3	Superintending Engineers.	All gazetted Government servants under their control and upper subordinates in charge of Sub-Divisions.	Ditto.
4	Executive Engineers	Head clerks and Head Draftsmen ...	Ditto.
5	Sub-Divisional Officers	All establishments serving under them.	Up to four days.
6	Deputy Collectors	Zilladars, Munshis and Patwaris ...	Ditto.
7	Inspectors of Police	Constables and Head Constables ...	Full powers under the rule.
8	Officers in charge of Police Stations.	Constables attached to the stations	Up to three days, provided more than one Constable is not absent at any one time.
9	Inspector-General of Civil Hospitals.	Officers of the I. M. S. and the Punjab Medical Service holding independent charge of districts.	Full powers under the rule
10	Civil Surgeons ...		
11	Principal, King Edward Medical College, Lahore.		
12	Medical Superintendent, Mayo Hospital, Lahore.	Assistant Surgeons serving under them.	Up to four days.
13	Principal, Medical School, Amritsar.	Sub-Assistant Surgeons serving under them.	Full powers under the rule.
14	Superintendent, Punjab Mental Hospital.		
15	Chemical Examiner		
16	Assistant Director of Public Health (Epidemiology).	Assistant Epidemiologists ...	Ditto.
17	Assistant Director of Public Health (Vaccination).	Superintendent, Vaccine Institute ...	Ditto.
18	Inspector-General of Prisons.	Superintendents of Jails ...	Ditto.
19	Superintendents of Central Jails.	Sub-Assistant Surgeons serving under them.	Ditto.
20	Warden of Fisheries	All Government servants serving under him.	Ditto

Serial No.	Authority.	To whom.	Extent.
21	Chief Conservator of Forests.	All Gazetted Government servants of the Department including Conservators	Full powers under the rule.
22	Conservator of Forests	All gazetted and non-gazetted Government servants serving under them.	Ditto.
23	Divisional Forest Officers	All non-gazetted Government servants serving under them.	Ditto.
24	Range officers selected by the Chief Conservator of Forests.	Ditto ditto	Full powers under the rule where it is not possible to get the Divisional Forest officer's sanction within a reasonable time.

## APPENDIX D.

(Referred to in rule 13'2.)

### *Government servants in vacation departments.*

THE following is a complete list of Government servants decided to be serving in vacation departments :—

Department.	Designation of Government servant.
I. Judicial ... ..	1. Sub-Judges and their establishments, including Sub-Judges employed as Judges of Small Cause Courts.
II. Education ... ..	1. Principals, Professors and Assistant Professors attached to Government Colleges and their establishments. 2. Principal and staff of the Central Training College, Lahore. 3. Masters and establishments of District Schools (High and Middle). 4. Masters and establishments of Normal Schools. 5. Masters and establishments of Model Schools. 6. Staff of colleges and schools for girls. 7. Staff of European schools for boys and girls.
III. Industries ... ..	1. Principal and staff of the Mayo School of Arts, Lahore. 2. Principal and staff of the MacLagan Engineering, College, Mughalpura.
IV. Medical ... ..	1. Principal and whole-time Professors, Assistants to Professors and the establishment of the King Edward Medical College, Lahore. 2. Principal and Lecturers of the Medical School, Amritsar.
V. Public Works ... ..	1. Masters and establishment of the Government School of Engineering, Punjab, Rasul.
VI.—Criminal Tribes Department ... ..	1. Teachers employed in the Criminal Tribes Settlements Schools.
VII.—Agriculture ... ..	Principal, Professors and Assistant Surgeons of the Punjab Veterinary College, Lahore.

## APPENDIX E.

[Rules under section 96-B (2) of the Government of India Act.]

### *Classification of Government servants.*

#### **Resolution by the Secretary of State for India in Council.**

IN exercise of the powers conferred by section 96-B (2) of the Government of India Act, the Secretary of State in Council with the concurrence of the majority of votes at a meeting of the Council held this 22nd day of December 1920, hereby makes the following rules under the said section, which shall apply only to 'Governors' provinces, and shall have effect from the several dates appointed for the coming into operation of the said section in those provinces. Rules XVI to XXIX have effect from 21st June 1924.

#### **Classification of Officers under Administrative Control of Local Governments.**

I. Officers under the administrative control of Local Governments, other than officers employed on the administration of central subjects and appointed by the Secretary of State or the Government of India, shall be classified in the following divisions, namely :—

- (1) The All-India Services.
- (2) The Provincial Services.
- (3) The Subordinate Services.
- (4) Officers holding special posts.

#### **Definition of All-India Services.**

II.—The All-India Services shall consist of—

(a) all officers serving under Local Governments who are members of any of the following services :—

- (1) the Indian Civil Service ;
- (2) the Indian Police Service ;
- (3) the Indian Forest Service ;
- (4) the Indian Educational Service ;
- (5) the Indian Agricultural Service ;
- (6) the Indian Service of Engineers ;
- (7) the Indian Veterinary Service ;
- (8) the Indian Forest Engineering Service ; and
- (9) officers of the Indian Medical Service in civil employ,

and any other service declared by the Secretary of State in Council to be an All-India Service ;

(b) military officers and other officers holding posts borne on the provincial cadre of the above services.

### Definition of Provincial Services.

III. (1) The Provincial Services shall consist of the services shown in the schedule to these rules, and any other service declared by the Local Government to be a Provincial Service.

(2) The services shown in the schedule shall include all appointments at present included in these services, and any appointments which a Local Government may add thereto :

Provided that, if any service not included in the schedule to these rules is declared to be a Provincial Service or if any appointment of a kind or class not at present included in a Provincial Service is added thereto, such a declaration or addition shall be without prejudice to the rights and prospects of members of Provincial Services affected who were appointed before these rules were made.

### Definition of Subordinate Services.

IV. The Subordinate Services shall consist of all minor administrative executive and ministerial posts to which appointments are made by the Local Government or by an authority subordinate to the Local Government.

### Special Posts.

V. Special posts shall include all posts of a special or technical character not included in an All-India or Provincial Service to which appointments are made by the Local Government or by any other authority on behalf of the Local Government and which are declared by the Local Government to be special posts.

### Appointments to All-India Services.

VI. All first appointment to an All-India Service, other than (a) appointments to the Indian Forest Service or Indian Service of Engineers by promotion of officers belonging to some other service ; (b) appointments made under provisions of sections 99 and 100 of the Government of India Act ; (c) appointments of officers seconded from military employ, shall be made by the Secretary of State in Council.

VII. Save as provided in the rules or orders regulating the recruitment of the All-India Services, no person may be appointed, without the previous sanction of the Secretary of State in Council, to any post borne on the provincial cadre of such service, except a person who is either a member of such service or is already holding a post borne on the cadre of such service :

Provided that the Local Government may appoint a member of the Indian Civil Service to the post of Inspector-General of Police or to the post of Director of Agriculture.

### Promotion of Officers of All-India Services.

VIII. The Local Government has authority to promote officers of an All-India Service to any post borne on the provincial cadre of such service :

Provided that the prior approval of the Governor-General in Council is required to—

- (1) the appointment of officers with less than 25 or 18 years' service respectively, to the posts of Chief and Superintending Engineers in the province of Assam ; and
- (2) appointments, except in the provinces of Madras and Bombay, to the posts of—
  - (a) Chief Conservator of Forests, and
  - (b) Conservators of Forests.

### **Transfer of Officers of All-India Services.**

IX.—The power to transfer officers of an All-India Service from any one post to any other post borne on the cadre of such service, or from any one part of the province to any other part, is vested in the Local Government, but may be delegated by the Local Government, subject to such conditions as it may prescribe, to any authority subordinate to it, or, in the case of officers holding judicial posts, to a High Court or a Chief Court or the Court of a Judicial Commissioner.

#### **Authority of Local Government over Officers of All-India Services.**

X.—A Local Government may for good and sufficient reasons—

- (1) censure,
- (2) reduce to a lower post,
- (3) withhold promotion from, or
- (4) suspend from his office,

any officer of an All-India Service :

Provided that no head of a department appointed with the approval of the Governor-General in Council shall be reduced to any lower post without the sanction of the Governor-General in Council.

#### **Military Officers in Civil Employ.**

XI.—A military officer may not be reverted from his civil employment, except under the orders of the Governor-General in Council.

#### **Special Contracts.**

XII.—The sanction of the Secretary of State in Council is required to any terms in a special contract, by which any right, privilege or concession not admissible under these rules is secured to an officer.

#### **Authority of Local Government over Officers of Provincial and Subordinate Services and Officers holding Special Appointments.**

XIII.—Without prejudice to the provisions of any law for the time being in force, the Local Government may for good and sufficient reasons—

- (1) censure,
- (2) withhold promotion from,
- (3) reduce to a lower post,
- (4) suspend,
- (5) remove, or
- (6) dismiss,

any officer holding a post in a provincial or subordinate service or a special appointment.

#### **Procedure in Cases of Dismissal, Removal or Reduction.**

XIV.—Without prejudice to the provisions of the Public Servants Inquiries Act, 1850, in all cases in which the dismissal, removal or reduction of any officer is ordered, the order shall, except when it is based on facts or conclusions established at a judicial trial, or when the officer concerned has absconded with the accusation hanging over him, be preceded by a properly-recorded departmental inquiry. At such an inquiry a definite charge in writing shall be framed in respect of each offence and explained to the accused, the evidence in support of it and any evidence which he may adduce in his defence shall be recorded in his presence and his defence shall be taken down in writing. Each of the charges framed shall be discussed and a finding shall be recorded on each charge.

**Delegation.**

XV.—A Local Government may delegate to any subordinate authority subject to such conditions, if any, as it may prescribe, any of the powers conferred by rule XIII in regard to officers of the subordinate services.

**Appeals.**

XVI.—Every officer against whom an order may be passed under rules X, XIII and XV, and who thinks himself wronged thereby, shall be entitled to prefer at least one appeal against such order.

XVII.—Every officer being a member of an All-India Service against whom an order may be passed under rule X, and who thinks himself wronged thereby, may appeal to the Governor-General in Council against such order, and, if his appeal relates to an order such as is referred to in sub-heads (2), (3) and (4) of that rule and is rejected by the Governor-General in Council, may appeal to the Secretary of State in Council.

XVIII.—Every officer being a member of a Provincial Service, or holding a special post, as defined in rule V, against whom an order may be passed under Rule XIII, and who thinks himself wronged thereby, may appeal to the Governor:

Provided that any officer to whom this rule applies, and who was appointed by the Secretary of State in Council before the commencement of the Government of India Act, 1919, may appeal against any order passed on appeal by the Governor under this rule to the Governor-General in Council and thereafter to the Secretary of State in Council, if his salary is not less than Rs. 500 a month:

Provided further that a further appeal under this rule shall lie to the Governor-General from any Deputy Collector to whom, in virtue of section 4 of the Repealing and Amending Act, 1914, the provisions of section 25 of Bengal Regulation. IX of 1833, apply.

XIX.—Every officer, being a member of a subordinate service against whom an order may be passed under rule XIII by the Local Government, or under rule XV by the subordinate authority to whom the powers conferred under rule XIII have been delegated, and who thinks himself wronged thereby, shall have the right of appeal to such authority as the Local Government may by rule prescribe.

XX.—No appeal shall lie against—

(a) the discharge of a person appointed by an authority in India on probation, if his discharge is ordered before the termination of his probation.

(b) the dismissal or removal of a person appointed by an authority in India to hold a temporary appointment.

XXI.—Every Government servant desiring to prefer an appeal shall do so separately.

XXII.—Every appeal preferred under these rules shall contain all material statements and arguments relied on by the officer preferring the appeal, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the officer belongs or belonged, and, if an appeal lies to the Governor-General in Council or the Secretary of State in Council, through the local Government.

XXIII.—Every appeal to the Governor-General in Council, or the Secretary of State in Council, which is not withheld under these rules, shall be forwarded by the local Government to the Governor-General in Council with an expression of opinion; and every appeal to the Secretary of State in Council, which is not similarly withheld shall be transmitted by the Governor-General in Council with an expression of his opinion and the opinion of the local Government.

Provided that appeals to the Secretary of State in Council presented through the Government of Madras, Bombay or Bengal, which are not withheld under these rules, shall be forwarded direct to the Secretary of State in Council by the local Government unless the appeal relates to a case which has previously been under the consideration of the Governor-General in Council, in which case it shall be forwarded, in the first instance, to the Governor-General in Council.

XXIV.—Every appeal shall be preferred within six months after the date on which the officer preferring the appeal was informed of the order against which he appeals.

Provided that the local Government, or the subordinate authority, or the Government of India may at their discretion for good cause shown extend the period to 12 months.

XXV.—An appeal may be withheld

- (1) which is an appeal in a case in which under these rules no appeal lies,
- (2) which does not comply with one or more of the provisions of rule XXII,
- (3) which does not comply with the provisions of rule XXIV,
- (4) which is a further appeal presented after a decision has been given by the appellate authority prescribed in these rules, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case :

Provided that in every case in which an appeal is withheld, the officer preferring the appeal shall be informed of the fact and the reasons for it :

Provided further that subject to the conditions stated in rules XXII and XXIV an appeal to the Secretary of State in Council, by an officer appointed by him shall not be withheld when the appeal involves a question of the interpretation of the terms of an officer's engagement.

XXVI.—No appeal shall lie against the withholding of an appeal by a competent authority :

Provided that an appeal withheld for failure to comply with the conditions stated in rule XXII shall not be withheld if it is resubmitted in a form which complies with that rule.

XXVII.—A list of appeals withheld under rule XXV, with the reasons for withholding them, shall be forwarded quarterly to the Government of India, in the case of appeals to the Government of India or Secretary of State withheld by a local Government, and, in the case of appeal to the Secretary of State withheld by the Government of India, to the Secretary of State for India.



XXVIII.—The Secretary of State may call for any appeal withheld by the local Government or the Government of India which under the rules may be made to him and may pass such orders as he considers fit: the Governor-General in Council may send for an appeal withheld by the local Government which under the rules may be made to him, and may pass such orders as he considers fit.

XXIX.—Notwithstanding anything contained in the foregoing rules any officer who immediately before the coming into operation of these rules had a right of appeal against a particular order passed by a local Government to the Governor-General in Council and thereafter to the Secretary of State in Council and who had appealed against that order to the Governor-General in Council before these rules came into operation may appeal against that order to the Governor-General in Council and thereafter to the Secretary of State in Council.

### SCHEDULE OF PROVINCIAL SERVICES.

(Rule III.)

*Punjab.*

- (1) Punjab Civil Service.
- (2) Punjab Educational Service.
- (3) Punjab Civil Medical Service.
- (4) Punjab Police Service.
- (5) Punjab Agricultural Service.
- (6) Punjab Service of Engineers.
- (7) Punjab Forest Service.
- (8) Punjab Veterinary Service.
- (9) Deputy Sanitary Commissioners, not belonging to the Indian Medical Service.

# APPENDIX F.

## *Special posts.*

In exercise of the powers conferred by rule V of the rules made by the Secretary of State in Council under sub-section (2) of section 96-B of the Government of India Act, the Local Government has been pleased to declare the posts shown in the fourth column of the annexed schedule to be special posts in the Punjab, except when held by a member of an all-India or Provincial Service :—

### Schedule.

Serial No.	Department.	Serial No.	Posts.
1	Department of Agriculture	1	Agricultural Engineer to Government, Punjab.
		2	Superintendent, Lawrence Gardens, Lahore.
2	Department of Industries	1	Director of Industries.
		2	Superintendent of Tanneries.
		3	Inspector of Factories.
		4	Chief Inspector of Boilers.
		5	Principal ...
		6	Professors ...
		7	Assistant Professors
		8	Junior Professors.
		9	Vice-Principal, Mayo School of Arts.
3	Forest Department ...	1	Forest Assistants.
4	Education Department ...	1	Superintendent, Government Training Class.
		2	Assistant Master, Government Training Class.
		3	Principal, Lawrence School, Murree.
		4	Vice-Principal, Queen Mary's College.
		5	Second Mistress, Queen Mary's College.
		6	Third Mistress, Queen Mary's College.
		7	Head Mistress, Preparatory School for Boys, Lahore.
		8	Lady Superintendsat, Victoria School for Girls, Lahore.
		9	Head Mistress, Victoria School for Girls, Lahore.
		10	Superintendent., Reformatory School, Delhi.
		11	Principal, Normal School for Women, Lahore.
		12	Two posts of Circle Inspectors.

Serial No.	Department.	Serial No.	Posts.
5	Public Works Department, Irrigation Branch.	1	Superintendent, Canal Central Workshops, Amritsar.
		2	Assistant Superintendent, Canal Central Workshops, Amritsar.
		3	Assistant Secretary to Government, Public Works Department, Irrigation Branch.
		4	Registrar, Public Works Department, Irrigation Secretariat.
6	Minor Departments under the Financial Commissioners.	1	Excise Superintendent.
		2	Distillery Expert.
		3	Warden of Fisheries.
		4	Superintendent, Grey Canals.
		5	Engineer in charge, Nammal Dam.
7	Department of Public Health.	1	Permanent Assistant Epidemiologists.
		2	Temporary Assistant Epidemiologists.
8	Stationery ...	1	Superintendent, Government Printing, Punjab.
		2	Works Manager, Central Jail Press, Lahore.
9	Law Officers of Govern- ment.	1	Assistant Legal Remembrancer.
		2	Government Advocate.
		3	Public Prosecutors.
10	Civil Secretariat ...	1	Deputy Secretary to Government, Punjab, Finance Department.
		2	Senior Assistant Secretary to Government, Punjab.
		3	Junior Assistant Secretary to Government, Punjab.
11	Public Works Department, Buildings and Roads Branch.	1	Assistant Secretary to Government, Punjab, Public Works Department, Buildings and Roads Branch.
12	Medical Department ...	1	Personal Assistant to the Inspector-General of Civil Hospitals, Punjab.

## APPENDIX G.

### *Power to fill up posts in Subordinate Services.*

The Local Government is pleased to issue the following statement showing the powers of authorities subordinate to it to make appointments to vacant posts :—

1. In regard to posts treated as belonging to a subordinate service, the following authorities have the power to fill up vacant posts :—
- Posts in a Subordinate service.

Serial No.	Authority.	Posts.
1	Heads of offices in all departments, except the Public Works Department, Irrigation and Buildings and Roads Branches, and the Forest Department.	<p>1. All ministerial posts directly under them except—</p> <p>(1) Head Clerks of offices of the Industries Department, other than the Director of Industries' office.</p> <p>(2) Clerks in the offices of Civil Surgeons.</p> <p>(3) Head Clerks of all Agricultural and Veterinary Subordinate offices.</p> <p>(4) Appointments to posts of Superintendent, Head Treasury Clerk and Head Vernacular Clerk in Deputy Commissioners' offices, which will be made as heretofore by Deputy Commissioners, subject to the control of the Commissioner, as specified in Financial Commissioners' Standing Order No. 44.</p> <p>(5) Clerks in the offices of the Police Department other than the office of Inspector-General of Police.</p> <p>2. All inferior posts directly under them.</p> <p>3. All technical posts in the Agricultural Department, except—</p> <p>(1) Demonstrators in the Punjab Agricultural College, Lyallpur.</p> <p>(2) Foreman, Agricultural College Workshop, Lyallpur.</p> <p>(3) Garden Overseer, Lawrence Gardens, Lahore.</p>
2	Financial Commissioners ...	<p>(1) Tahsildars.</p> <p>(2) Excise Inspectors.</p> <p>(3) Excise Sub-Inspectors.</p>

Serial No.	Authority.	Posts.
3	Chief Conservator of Forests ...	(1) All posts in the Subordinate Forest Service, except Forest Guards. (2) All ministerial posts in the Forest Department. (3) All inferior posts directly under him. (4) All temporary establishment posts directly under him.
4	Conservators of Forests ...	(1) All inferior posts directly under them. (2) All temporary establishment posts directly under them.
5	Divisional Forest Officers ...	(1) Forest Guards. (2) All inferior posts directly under them.
6*	Chief Engineer, Irrigation Works	(1) Any post in the Subordinate Engineering Service. (2) Lower Subordinates. (3) Zilladars. (4) Draftsmen. (5) Permanent Clerks of circle and subordinate offices. (6) Clerks in the Irrigation Branch Secretariat. (7) All inferior posts directly under him.
7†	Superintending Engineers, Irrigation Branch, Public Works Department.	(1) Temporary (Engineering) subordinates, (subject to instructions on subject issued by Chief Engineer). (2) Acting Zilladars. (3) Munshis, Permanent and temporary. (4) Signallers, Permanent and temporary. (5) Temporary Clerks. (6) Temporary Draftsmen. (7) All inferior posts in circle offices.
8	Executive Engineers, Irrigation Branch.	(1) Patwaris. (2) Petty establishments of all classes, e.g., storekeepers, cashiers, artificers, etc. and inferior servants of all kinds in divisional offices.

\* NOTE.—The Chief Engineer exercises the powers of a Superintending Engineer when necessary, e.g., when Executive Engineers in independent charges are directly under his orders or he holds circle charges in addition.

† NOTE.—Superintending Engineers exercise the powers of Executive Engineers when holding divisional charges in addition.

Serial No.	Authority.	Posts.
9	Commissioners of Divisions ...	(1) Naib-Tahsildars. (2) Probationary Excise Sub-Inspectors. (3) Leave vacancies of Excise Sub-Inspectors. (4) Leave vacancies of Excise Inspectors not exceeding four months. (5) Leave vacancies of Tahsildars.
10	Deputy Commissioners ...	(1) Kanungos. (2) Patwaris.
11	Inspector-General of Prisons ...	(1) Jailors, Deputy and Assistant Jailors. (2) European Warder, Lahore Central Jail. (3) Agricultural Assistant. (4) Fitter, Montgomery Central Jail. (5) Educational staff of Borstal Institution, Lahore.
12	Superintendents of Headquarters Jails.	Head Warders and Warders in the circle to which the Headquarters Jail belongs.
13	Inspector-General of Police ...	(1) Inspectors of Police. (2) All Clerks.
14	Deputy Inspector-General of Police.	Sergeants of Police and Sub-Inspectors of Police.
15	Assistant Inspector-General of Railway Police.	Sergeants of Police and Sub-Inspectors of Police.
16	Superintendents of Police ...	(1) Head Constables, with the approval of the Deputy Inspector-General. (2) Constables.
17	Deputy Commissioner for Criminal Tribes.	All posts under him, other than Superintendents of Settlements.
18	Societies working with the Criminal Tribes Department.	All posts under the societies, other than Superintendents of Settlements.
19	Curator, Central Museum ...	(1) Darogha. (2) Librarian. (3) Label-writer. (4) Carpenter.

Serial No.	Authority.	Posts.
20	Director of Public Instruction ...	All non-gazetted posts in the Education Department to which power of appointment has not been delegated. <span style="float: right;">Department otherwise</span>
21	Deputy Directress of Public Instruction, Divisional Inspectors of Schools and Principals of Colleges.	<p>(1) Subordinate Educational Service posts in Government schools and colleges, other than those of heads of Government schools and Vice-Principals of Government Schools, subject to the condition that appointments may only be made temporarily, and for periods not exceeding four months in duration. <span style="float: right;">posts in Government, other Normal that Government temporary exceeding</span></p> <p>(2) Ministerial posts in the Rs. 40-90 Circle in their own offices, in Government schools and in the offices of Inspectresses of Schools. <span style="float: right;">grade Government Circle</span></p> <p>(3) Superintendents of boarding-houses attached to the Government schools, subject to the condition that appointments may only be made temporarily for periods of less than twelve months and until the 31st of March following the appointment. <span style="float: right;">attached to the Government schools, subject to the condition that appointments may only be made temporarily for periods of less than twelve months and until the 31st of March following the appointment.</span></p>
22	Principals of Colleges ...	Lecture Assistants. <span style="float: right;">there</span>
23	Superintendent, Reformatory School, Delhi, and the Committee of Visitors.	All members of the Reformatory School staff (including medical establishment), including Manager and teachers, both for general education for the Industrial classes, subject to the approval of the Director of Public Instruction. <span style="float: right;">Industrial</span>
24	Inspector-General of Civil Hospitals.	<p>(1) Civil Sub-Assistant Surgeons for the Provincial establishment.</p> <p>(2) Civil Surgeons' Clerks.</p>
25	Heads of offices subordinate to the Inspector-General of Civil Hospitals.	Compounders.
26	Superintendent, Punjab Mental Hospital, Lahore.	Attendants in the Punjab Mental Hospital.
27	Director of Public Health. ...	<p>(1) Photographer attached to the Public Health Department.</p> <p>(2) Health Assistants in the Public Health Department.</p>
28	Secretary, Sanitary Board ...	<p>(1) Auditor of the Sanitary Board.</p> <p>(2) Chemist to the Sanitary Board.</p>
29	Temporary Assistant Epidemiologists in the Public Health Department.	<p>(1) Compounders</p> <p>(2) Peons</p> <p style="text-align: right;">} serving directly under them.</p>

Serial No.	Authority.	Posts.
30	Heads of offices subordinate to the Director of Public Health.	(1) Compounders on the Epidemiological staff. (2) <i>Dhais</i> on plague duty. (3) Laboratory Attendants attached to the Malaria Bureau and Punjab Vaccine Institute. (4) Special vaccination staff. (5) Supervisor in the Plague Equipment Depot, Jullundur.
31	Director of Agriculture ...	(1) Any post in the Subordinate Agricultural Service, i.e., Agricultural Assistants. (2) Mechanic borers. (3) Well-borers. (4) <i>Makaddams</i> . (5) Any post in the Subordinate Veterinary Service, i.e., Veterinary Inspectors. (6) Farm Overseers at the Hissar Cattle Farm. (7) Well Supervisors. (8) Head Clerks of all Agricultural and Veterinary offices subordinate to him. (9) The following technical posts in the Agricultural Department :— (i) Demonstrators in the Punjab Agricultural College, Lyallpur. (ii) Foreman, Agricultural College Workshop, Lyallpur. (iii) Garden Overseer, Lawrence Gardens, Lahore.
32	Registrar, Co-operative Societies...	(1) Inspectors of Co-operative Societies. (2) Sub-Inspectors of Co-operative Societies.
33	Deputy and Assistant Registrars of Co-operative Societies.	All inferior posts directly under them.
34	Director of Industries ...	(1) All non-gazetted posts of the Industries Department. (2) Head Clerks of offices of the Industries Department subordinate to him
35	Financial Commissioner (Development).	(1) Superintendent of Fisheries. (2) Inspector of Fisheries or Personal Assistant to the Warden.



Serial No	Authority.	Posts.
36	Warden of Fisheries ...	(1) Sub-Inspectors of Fisheries. (2) Supervisor, Fish Farm, Madhopur. (3) Keepers, Assistant Keepers, Watchers and Food Suppliers at Kulu Trout Hatcheries.
37	Personal Assistant to the Superintendent, Census Operations.	Compilation office staff.
38	Chief Engineer, Public Works Department, Buildings and Roads Branch.	(1) Any post in the Subordinate Engineering Service. (2) Instructors at the Rasul School of Engineering. (3) Head Clerks of circle offices. (4) Draftsmen.
39	Superintending Engineers, Public Works Department, Buildings and Roads Branch.	(1) Permanent Clerks of Circle and subordinate offices. (2) Temporary Subordinates, Draftsmen and Clerks of Circle and Subordinate offices on pay not exceeding Rs. 250 per mensem. (3) Permanent and Temporary Tracers. (4) All other inferior posts under them.
40	Executive Engineers, Public Works Department, Buildings and Roads Branch.	(1) Temporary Lower Subordinates, Draftsmen and Clerks on pay not exceeding Rs. 100 per mensem, subject to approval by the Superintending Engineer. (2) All other inferior posts under them.
41	Superintendent, Government Printing, Punjab.	(1) Storekeepers. (2) Timekeepers. (3) Type-setting and distribution staff. (4) Machine composing staff. (5) Printing staff. (6) Proof correction staff. (7) Lithographic press staff. (8) Binding staff. (9) Composing Branch staff. (10) Mechanics staff in Government Borial and Central Jail Presses.

2. The term "Heads of Offices" in this order means the officers designated as Disbursing Officers in appendix D of the Budget Manual, with the exceptions shown in column 2 of the following statement, in which case the head of office is the officer shown in column 3. The officers noted in column 2 are, however, empowered to fill up vacant posts of inferior servants :—

1	2	3
1	Divisional Forest Officers ...	Conservator of Forests.
2	Private Secretary to His Excellency the Governor.	Chief Secretary to Government, Punjab.
3	Secretary, Legislative Council ...	President, Legislative Council.
4	Senior Assistant Secretary to Government, Punjab.	Chief Secretary to Government, Punjab.
5	Assistant Secretary to Financial Commissioners.	Senior Secretary to Financial Commissioners.
6	Examiner, Local Fund Accounts...	Accountant-General.
7	Registrar, High Court ...	The Hon'ble the Chief Justice.
8	Senior Sub-Judge ...	District and Sessions Judge.
9	Superintendents of Jails ...	Inspector-General of Prisons.
10	Headmasters and Headmistresses of Government Schools, Inspectors and Inspectresses of Schools and Principals of Colleges.	Director of Public Instruction.
11	Assistant Directors of Public Health.	Director of Public Health.
12	Assistant and Deputy Registrars of Co-operative Societies.	Registrar of Co-operative Societies.
13	Assistant Secretary to Government, Public Works Department, Buildings and Roads Branch.	Chief Engineer, Public Works Department, Buildings and Roads Branch.
14	Special Charas Officer, Leh .	British Joint Commissioner at Leh, Ladakh.

## APPENDIX H.

### *List of services organized on a time-scale basis.*

#### General.

1. All-India Services.
2. All Provincial Services.
3. Clerical establishments of offices of heads of departments and of offices subordinate to them.
4. Stenographer's establishment.

#### Excise.

5. Inspector and Sub-Inspectors.

#### Land Revenue.

6. Sadr Kanungos and Settlement Mappers (other than Kanungos).

#### Forests.

7. Head Draftsman and Draftsmen in the following grades :—

Rs.

(a) Head Draftsman	...	...	110—5—160
(b) Draftsman	...	...	60—2—100

#### Public Works Department.

8. Specialist Services.
9. Punjab Subordinate Engineering Service.
10. Residue of Upper Subordinates.
11. Residue of Lower Subordinates.
12. Head Surveyor, Assistant Surveyor and Draftsmen of the Survey establishment of the Sanitary Engineer.
13. Canal Zilladars.
14. Canal Signallers.
15. Head Draftsmen, Draftsmen and Tracers in the following grades :—

Rs.

(a) Head Draftsmen	...	...	180—12—300
(b) Head Draftsmen	...	...	110—5—160
(c) Draftsmen	...	...	60—2—100
(d) Tracers	...	...	30—2—60

16. Cashiers, Storekeepers, Mechanics, Daftiris and Navigation Munshis.
17. Deputy Collectors in the Irrigation Branch.

18. Canal Munshis.

19. Stenographers in the grade of Rs. 150—10—300 in the Irrigation Branch.

#### **General Administration.**

20. Clerical establishment of the Punjab Civil Secretariat.

21. Tahsildars and Naib-Tahsildars.

#### **Administration of Justice.**

22. Assistant Registrar and Assistant Deputy Registrar, High Court.

23. Civil Nazirs and Naib-Nazirs.

#### **Jails.**

24. Executive establishment of the Jail Department.

25. Miscellaneous establishments of the Jail Department, except those on fixed pay.

#### **Police.**

26. Sub-Inspectors.

27. Police Constables.

28. Technical and menial establishments of Deputy Commissioner for Criminal Tribes, except those on fixed pay.

#### **Education.**

29. Subordinate Educational Service.

30. Technical establishment of the Education Department, except those on fixed pay.

31. Technical establishment of the Central Training College.

32. Stenographer in the office of the Director of Public Instruction, Punjab, on Rs. 150—10—300 per mensem.

33. Staff of the Lawrence School, Ghora Gali (combined institution) except those on fixed pay.

34. Superintendent, Reformatory School, Delhi, on Rs. 500—25—650 per mensem.

35. Staff of the Reformatory School, Delhi, except those on fixed pay.

36. Special posts attached to the Indian Educational Service (Women's Branch), on Rs. 350—20—650 and Rs. 300—50/3—550 per mensem.

37. Subordinate Educational Service (Women's Branch).

38. Non-gazetted staff of the Queen Mary's College, Lahore.

**Education—concluded.**

39. Senior Hostel Superintendent, Government College, Lahore, on Rs. 120—8—160 per mensem.

40. Librarian, Government College, Lahore, on Rs. 75—5—125 per mensem.

41. Lecture Assistant, Government College, Multan, on Rs. 30—1½—60 per mensem.

42. Daftris and Record-lifters, except those on fixed pay.

**Medical.**

43. Sub-Assistant Surgeons.

44. Matron and Assistant Matrons of the Punjab Mental Hospital.

45. Technical special and menial establishments of the Medical Department, except those on fixed pay.

**Public Health.**

46. Non-service Assistant Directors of Public Health.

47. Assistant Epidemiologists (Permanent and Temporary.)

48. Sanitary Inspectors (Temporary).

49. Dispensers on the Epidemiological staff (Temporary).

50. Superintendents of Vaccination (Special staff).

51. Laboratory Assistants.

52. Photographers.

**Agriculture**

53. Technical establishment of the Agricultural Department, except those on fixed pay.

54. Agricultural Assistants of the A and B Divisions.

55. Establishment of Mukaddams.

56. Veterinary Inspectors.

57. Technical establishment of the Veterinary Department except those on fixed pay.

**Industries.**

58. Technical establishment of the Fisheries Department.

**Printing.**

59. Superintendent, Deputy Superintendent and Assistant Superintendent of Government Printing.

60. Establishment of the Central Jail Press, except those on fixed pay.

